FAX Option Type 2045e

Operating Instructions

Facsimile Reference <Advanced Features>

1 Transmission Mode
2 Checking and Canceling Transmission Files
3 Communication Information
4 Other Transmission Features
5 Reception Features
6 LAN-Fax Features
7 Simplifying the Operation
8 Facsimile Features
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10 Solving Operation Problems
11 Appendix

For safe and correct use of this machine, please be sure to read the Safety Information in the General Settings Guide before you use it.

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

Notes

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

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Note

The proper names of the Windows operating systems are as follows:

- The product name of Windows® 95 is Microsoft® Windows 95.
- The product name of Windows® 98 is Microsoft® Windows 98.
- The product name of Windows® Me is Microsoft® Windows Millennium Edition (Windows Me).
- The product names of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Advanced Server
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Professional
- The product names of Windows® XP are as follows:
  Microsoft® Windows® XP Professional
  Microsoft® Windows® XP Home Edition
- The product names of Windows NT® 4.0 are as follows:
  Microsoft® Windows NT® Server 4.0
- Microsoft® Windows NT® Workstation 4.0

Instructions for the optional extra G3 interface unit (G3 Interface Unit Type 2045) are included in the Basic Features and Advanced Features manuals.

Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

Note

- Manuals provided are specific to machine type.
- Adobe Acrobat Reader is necessary to view the manuals as a PDF file.
- Two CD-ROMs are provided:
  - CD-ROM 1"Operating Instructions for Printer/Scanner"
  - CD-ROM 2"Scanner Driver & Document Management Utilities"

- **General Settings Guide**
  Provides an overview of the machine and describes System Settings (paper trays, Key Operator Tools, etc.), Document Server functions, and troubleshooting.
  Refer to this manual for Address Book procedures such as registering fax numbers, e-mail addresses, and user codes.

- **Network Guide (PDF file - CD-ROM1)**
  Describes procedures for configuring the machine and computers in a network environment.

- **Copy Reference**
  Describes operations, functions, and troubleshooting for the machine's copier function.

- **Facsimile Reference <Basic Features>**
  Describes operations, functions, and troubleshooting for the machine's facsimile function.

- **Facsimile Reference<Advanced Features>(this manual)**
  Describes advanced functions and settings for key operators.

- **Printer Reference 1**
  Describes system settings and operations for the machine's printer function.

- **Printer Reference 2 (PDF file - CD-ROM1)**
  Describes operations, functions, and troubleshooting for the machine's printer function.

- **Scanner Reference (PDF file - CD-ROM1)**
  Describes operations, functions, and troubleshooting for the machine's scanner function.

v **Manuals for DeskTopBinder V2 Lite**

DeskTopBinder V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- DeskTopBinder V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, and the operating environment for DeskTop-Binder V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when DeskTopBinder V2 Lite is installed.
- DeskTopBinder V2 Lite Introduction Guide (PDF file - CD-ROM2)
  Describes operations of DeskTopBinder V2 Lite and provides an overview of its functions. This guide is added to the **[Start]** menu when DeskTop-Binder V2 Lite is installed.
- Auto Document Link Guide (PDF file - CD-ROM2)
  Describes operations and functions of Auto Document Link installed with DeskTopBinder V2 Lite. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.

v **Manuals for ScanRouter V2 Lite**

ScanRouter V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- ScanRouter V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, settings, and the operating environment for Scan-Router V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when ScanRouter V2 Lite is installed.
- ScanRouter V2 Lite Management Guide (PDF file - CD-ROM2)
  Describes delivery server management and operations, and provides an overview of ScanRouter V2 Lite functions. This guide is added to the **[Start]** menu when ScanRouter V2 Lite is installed.

v **Other manuals**

- PS3 Supplement (PDF file - CD-ROM1)
- Unix Supplement (Available from an authorized dealer, or as a PDF file on our Web site.)

Note

r The following software products are referred to using a general names:

- DeskTopBinder V2 Lite and DesktopBinder V2 Professional → Desktop-Binder V2 Lite/Professional
- ScanRouter V2 Lite and ScanRouter V2 Professional (optional) → Scan-Router V2 Lite/Professional
- SmartNetMonitor for Admin and SmartNetMonitor for Client → Smart-NetMonitor for Admin/Client

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How to Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ WARNING:

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in "Safety Information", *General Settings Guide*.

⚠ CAUTION:

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in "Safety Information", *General Settings Guide*.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates information or preparations required prior to operating.

Note

This symbol indicates precautions for operation, or actions to take after abnormal operation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions under which a particular function cannot be used.

Reference

This symbol indicates a reference.

[ ]

Keys that appear on the machine's display panel.

[ ]

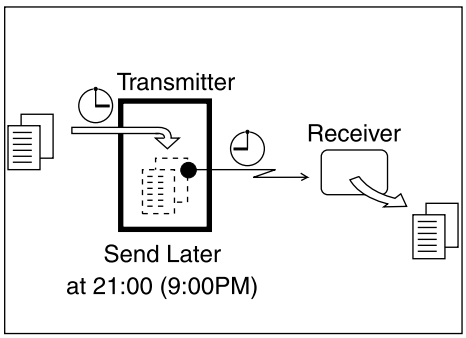
Keys and buttons that appear on the computer's display.

【 】

Keys built into the machine's control panel.

Sending at a Specific Time (Send Later)

Using this function, you can instruct the machine to delay transmission of your fax message until a specified later time. This allows you to take advantage of off-peak telephone charges without having to be by the machine at the time.



If you have a non-urgent fax, select Send Later with Economy Transmission when you scan it. Faxes will be queued in memory and sent during Economy Transmission Time.

Important

- After the machine has been switched off for about one hour, all fax messages stored in memory are lost. If messages are lost for this reason, a Power Failure Report is automatically printed when the operation switch is turned on. Use this report to identify lost messages.

Limitation

- This function is unavailable with Immediate Transmission. Use Memory Transmission.

Note

- You can specify a time within 24 hours.
- If the current time shown is not correct, change it. See "Timer Settings", *General Settings Guide*.
- If the document is sent before the specific time, Transmission Result Report is printed and the job is completed.
- For convenience, you can program the time when your phone charges become cheaper as the Economy Transmission Time. See p.143 "Program Economy Time".
- You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit steps 2 and 3.

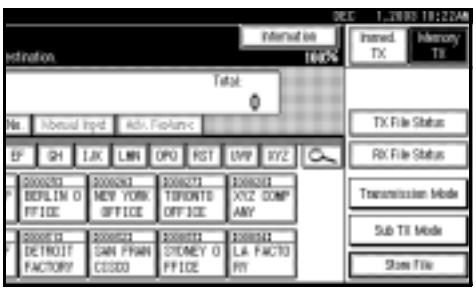
1 Place the original, and then select the scan settings you require.

Reference

p.15 "Placing Originals", *Facsimile Reference <Basic Features>*

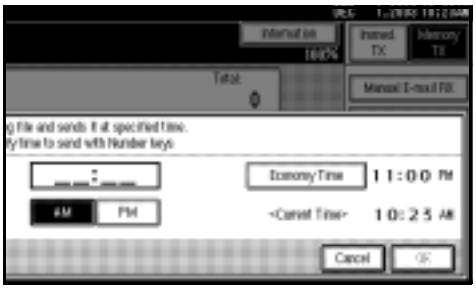
p.33 "Scan Settings", *Facsimile Reference <Basic Features>*

2 Press [Transmission Mode].



3 Press [Send Later].

4 **Enter the time using the number keys, press [AM] or [PM], and then press [OK].**



The specified time is shown above the highlighted **[Send Later]**.

Note

- Press **[Economy Time]** to specify the economy time.
- When entering numbers smaller than 10, add a zero at the beginning.
- If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key before pressing **[OK]**, and then try again.
- To cancel Send Later, press **[Cancel]**. The display returns to that of step **3**.

5 **Press [OK].**

The standby display appears.

Note

- To check the settings, press **[Transmission Mode]**.

6 **Specify a destination, and then press the 【Start】 key.**

Note

- You can cancel the transmission setup for Send Later. See p.19 “Canceling a Transmission”.

User Transmission

This function allows you to check each user or department's transmission history. To use the function, you need to program a user code (eight digits max.) for each user or department, to be entered before transmission. See *General Settings Guide*.

If a user code set with an e-mail address is specified, a transmission result e-mail can be sent.

Note

- You can program codes of up to 8 digits for a maximum of 100 users and/or departments. With the optional account enhance module installed, you can program user codes for a maximum of 500 users and/or departments. See *General Settings Guide*.
- You can enter user codes or names into various lists or reports.
- You can program transmission operations in Quick Operation key. Quick Operation key let you skip steps 2 and 3.
- When you send an Internet Fax using the user code with e-mail address programmed and "Register as Sender" is set to "ON", the following sender name appears on the e-mail received by the other end.
  - When User Name is programmed in the user code:
    User Name <E-mail address programmed in the user code>
  - When User Name is not programmed in the user code:
    E-mail address programmed in the user code

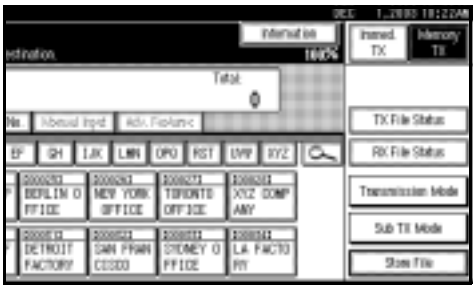
1 Place the original, and then select desired scan settings.

Reference

p.15 "Placing Originals", *Facsimile Reference <Basic Features>*

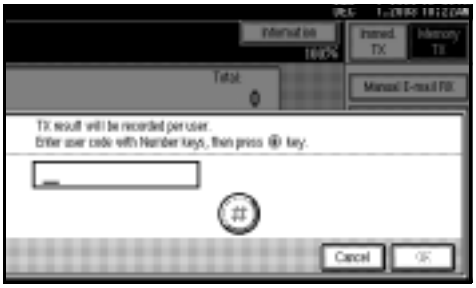
p.33 "Scan Settings", *Facsimile Reference <Basic Features>*

2 Press [Transmission Mode].



3 Press [User TX].

4 Using the number keys enter a user code (up to eight characters), and then press [#].



The programmed user name will appear.

Note

- If you enter a wrong code, press **[Clear]** or the **[Clear/Stop]** key before pressing **[#]**, and then try again.

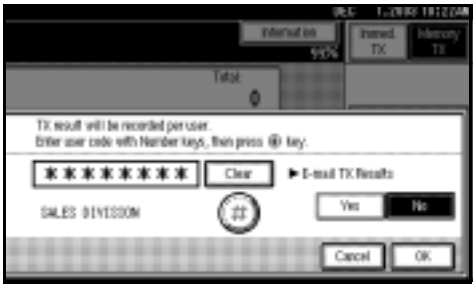
r To cancel the operation, press **[Cancel]**. The display returns to that of step **3**.

1

When your e-mail address is programmed with the user code

If your e-mail address is programmed with the user code, you can select whether the machine sends transmission result by e-mail.

A **Press [Yes] or [No].**



Note

r If you select **[Yes]**, a Transmission Result Report is sent to the programmed e-mail address after the transmission so that you can check the result of transmission.

5 Press [OK] twice.

The standby display appears.

Note

r To check the settings, press **[Transmission Mode]**.

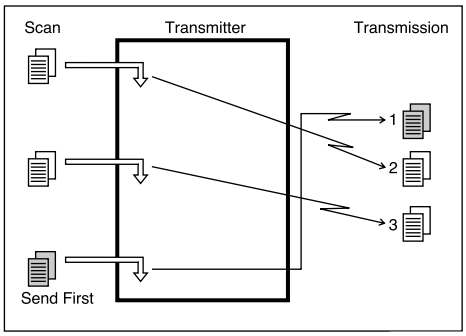
6 Specify a destination, and then press the 【Start】 key.

Note

r You can cancel the transmission setup for User Transmission. See p.19 “Canceling a Transmission”.

Priority Transmission

Documents you send with Memory Transmission are sent in the order they are scanned. Therefore, if several messages are queued in memory, the next document will not be sent immediately. However, by using this function you can have your message sent before other queued messages.



Limitation

r This function is not available with Immediate Transmission. If this function is selected, the machine automatically switches to Memory Transmission.

Note

r If there is already a message stored with this function or a transmission in progress, your message will be sent after that message has been transmitted.

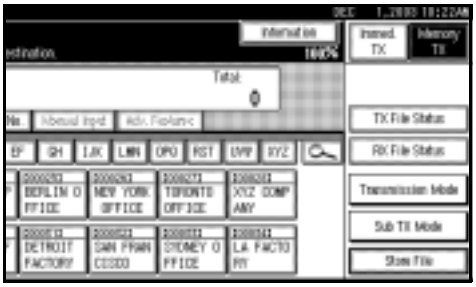
1 Place the original, and then select the scan settings you require.

Reference

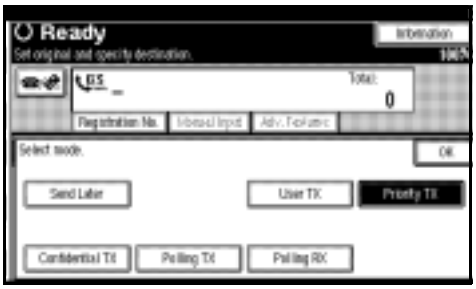
p.15 “Placing Originals”, *Facsimile Reference <Basic Features>*

p.33 “Scan Settings”, *Facsimile Reference <Basic Features>*

2 Press [Transmission Mode].



3 Press [Priority TX], and then press [OK].



The standby display appears.

Note

r To check the settings, press **[Transmission Mode]**.

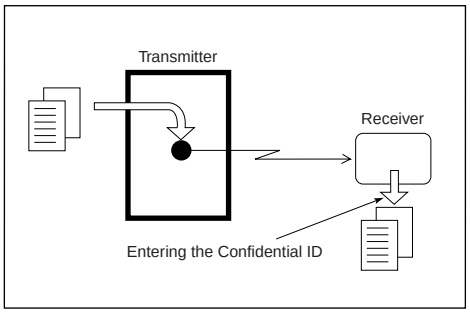
4 Specify the destination, and then press the [Start] key.

Note

r Press **[Change/Stop TX File]** to cancel the transmission. See p.19 “Canceling a Transmission”.

Confidential Transmission

If you want to limit who views your message, use this function. The message will be stored in memory at the other end and not printed until an ID is entered.



There are two types of Confidential Transmission:

v **Default ID**
It is not necessary to enter an ID when transmitting.
The other party can print the message by entering the Confidential ID programmed in their machine.

v **ID Override**
Should you want to send a confidential message to a particular person at the other end, you can specify the Confidential ID that the receiver has to enter to see that message. Before you send the message, do not forget to tell the receiver the ID that must be entered to print the message.

Limitation

r The destination machine must be of the same manufacturer and have the Confidential Reception function.

r The destination machine must have enough memory available.

Note

r We recommend that you program the Confidential ID beforehand. See p.182 “Programming a Confidential ID”.

r An ID can be any 4-digit number (except 0000).

r If the destination machine is not of the same manufacturer, you can use Confidential Transmission with “SUB Code”. See p.49 “SUB Code”.

r This function is not available with Internet Fax transmission.

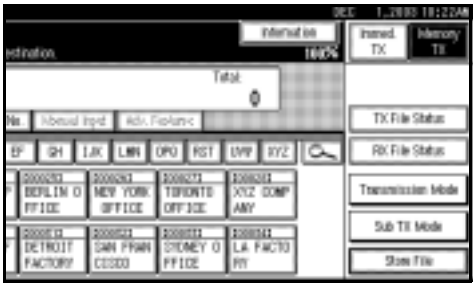
1 Place the original, and then select the scan settings you require.

Reference

p.15 “Placing Originals”, *Facsimile Reference <Basic Features>*

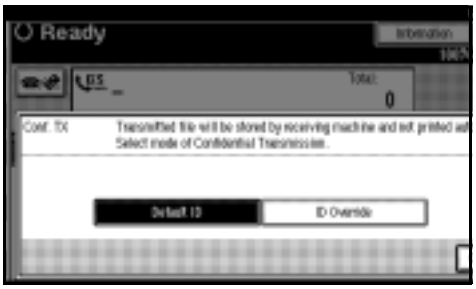
p.33 “Scan Settings”, *Facsimile Reference <Basic Features>*

2 Press [Transmission Mode].



3 Press [Confidential TX].

4 Depending on the Confidential Transmission type, use one of the following procedures:



Default ID

A **Check that [Default ID] has been selected, and then press [OK].**

"Default ID" is shown above the highlighted **[Confidential TX]**.

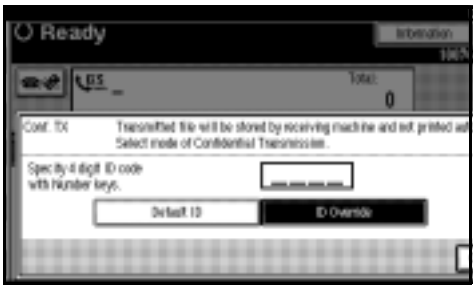
Note

r To cancel Confidential Transmission, press **[Cancel]**. The display returns to that of step **3**.

Override ID

A **Select [ID Override].**

B **Enter the Confidential ID (4-digit number) using the number keys, and then press [OK].**



"ID Override" and the entered Confidential ID are shown above the highlighted **[Confidential TX]**.

Note

r If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key before pressing **[OK]**, and then try again.

r To cancel Confidential Transmission, press **[Cancel]**. The display returns to that of step **3**.

5 Press [OK].

The standby display appears.

Note

r To check the settings, press **[Transmission Mode]**.

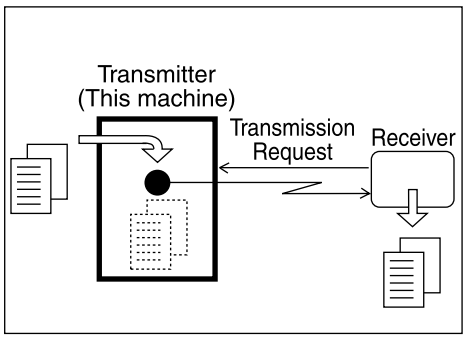
6 Dial, and then press the 【Start】 key.

Note

r You can cancel the transmission setup for Confidential Transmission. See p.19 “Canceling a Transmission”.

Polling Transmission

Use Polling Transmission when you want to leave an original in the machine memory for others to pick up. The message will be sent when the other party calls you up.



There are three types of Polling Transmission.

v **Free Polling Transmission**
It is not necessary to enter the Polling ID during the procedure.
Anybody can poll the message from your machine. The machine sends it regardless of whether Polling ID's match.

v **Default ID Transmission**
It is not necessary to enter the Polling ID during the procedure.
The message will only be sent if the Polling ID of the machine trying to poll your message is the same as the Polling ID stored in your machine. Make sure in advance that both machines' Polling IDs are identical.

v **ID Override Transmission**
You must enter an Override Polling ID unique to the transmission. This ID overrides the ID stored in the machine. The user must supply this ID when they poll your machine. If the IDs match, the message is sent. Make sure in advance the other end knows the ID you are using.

Limitation

r Polling Transmission is allowed only if the receiver's machine has the Polling Reception function.

r Usually, only machines of the same manufacturer that support Polling Reception can perform ID Polling Transmission. However, when the Information Box File function is used, and the other party's fax machine supports Polling Transmission and the SEP function, you can still carry out Polling Transmission with an ID. See p.42 “Information Boxes”.

Note

r Free Polling and Default ID Transmission allow only one file to be stored in memory.

r ID Override Polling Transmission allows a file to be stored in memory for each ID; you can store up to 400 files (800 with the optional fax function upgrade unit) by changing IDs.

r Before using Default ID Transmission, you need to program the Polling ID. See p.183 “Programming a Polling ID”.

- You can set whether a Polling Transmission file is deleted after transmitting in User Parameters. To save the file to transmit repeatedly, set to "Standby (Save)". See p.159 "User Parameters" (switch 11, bit 7).
- Polling Transmission Clear Report allows you to verify Polling Transmission has taken place. See p.12 "Polling Transmission Clear Report". If E-mail TX Results is programmed in a Quick Operation key, you can select whether a report e-mail is sent after transmission. The destination of this report can be selected from the e-mail addresses in the destination list.
- You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit steps 2 and 3.
- The communication fee is charged to the receiver.
- This function is not available with Internet Fax transmission.

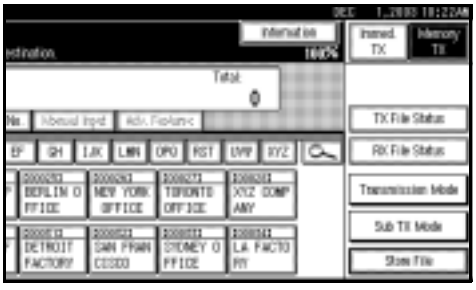
1 Place the original, and then select the scan settings you require.

Reference

p.15 "Placing Originals", *Facsimile Reference <Basic Features>*

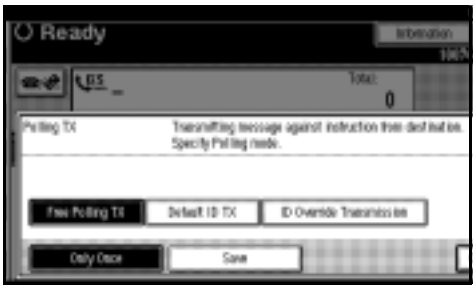
p.33 "Scan Settings", *Facsimile Reference <Basic Features>*

2 Press [Transmission Mode].



3 Press [Polling TX].

4 Depending on the Polling Transmission mode, use one of the following procedures:



Free Polling Transmission

A **Check that [Free Polling TX] is selected.**

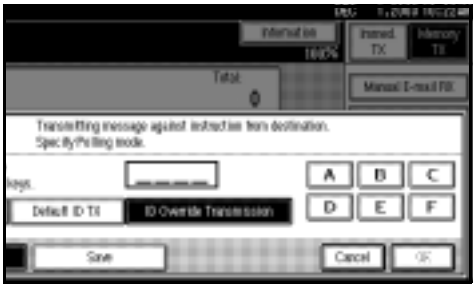
Default ID Transmission

A **Select [Default ID TX].**

ID Override Transmission

A **Select [ID Override Transmission].**

B **Specify a 4-digit ID using the number keys and [A], [B], [C], [D], [E], and [F].**



Note

- A Polling ID may be any four numbers (0 to 9) and characters (A to F), except 0000 and FFFF.
- If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key, and then try again.

5 **Press [Only Once] or [Save] to delete or save the file after transmission.**

Note

- To delete the original immediately after transmission, select **[Only Once]**.
- To repeatedly send the original, select **[Save]**.
- To cancel Polling Transmission, press **[Cancel]**. The display returns to that of step **3**.

6 **Press [OK].**

"✱✱✱✱✱✱✱✱✱✱" appears.

The type of Polling Transmission is shown above the highlighted **[Polling TX]**.

7 **Press [OK].**

Note

- To check the settings, press **[Transmission Mode]**.

8 **Press the 【Start】 key.**

Note

- You can cancel the transmission setup for Polling Transmission. See p.19 "Canceling a Transmission".

Polling Transmission Clear Report

This report allows you to verify Polling Transmission has taken place.

If E-mail TX Results is programmed in a Quick Operation key, you can have the report e-mail sent after transmission.

Limitation

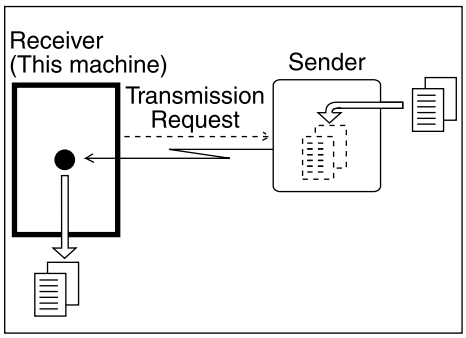
- This report is not printed if the User Parameters are set to allow the stored originals to be repeatedly sent (Save). See p.159 "User Parameters" (switch 11, bit 7).

Note

- You can turn this function on or off with the User Parameters. See p.159 "User Parameters" (switch 03, bit 6).
- You can have a portion of the sent image printed on the report with the User Parameters. See p.159 "User Parameters" (switch 04, bit 7).
- You can check the result of Polling Transmission with the Journal. See p.27 "Printing the Journal"
- To view the report without text disruption, select a font of even character width in your e-mail application's settings.

Polling Reception

Use this function to poll a message from another terminal. You can also poll documents from many terminals with only one operation (use Groups and Keystroke Programs to fully exploit this function).



There are two types of Polling Reception.

v **Default ID/Free Polling Reception**
Use this method for Free Polling or Default ID Polling. If the Polling ID is programmed in your machine, any messages waiting in the transmitting machine with the same ID are received. If the other machine does not have any messages waiting with the same Polling ID, any messages that do not require ID are received (Free Polling).

v **ID Override Polling Reception**
You must enter an Override Polling ID unique to this transmission. This ID overrides the one stored in this machine.
Your machine will receive any messages waiting in the transmitting machine that have matching ID's. If no ID's match, any messages that do not require IDs are received (Free Polling).

Limitation

r Polling Reception requires that the other machine is capable of Polling Transmission.

r Usually, you can only receive documents with a Polling ID from machines of the same manufacturer that support the polling function. However, if the other party's fax machine supports Polling Transmissions and the SEP function, and also has stored IDs, you can still perform Polling Reception. See p.50 “SEP Code”.

r To receive a message sent by Default ID Polling Transmission or ID Override Polling Transmission, it is necessary to specify the same Polling ID as the sender's. Free Polling Transmission does not require the same Polling ID.

Note

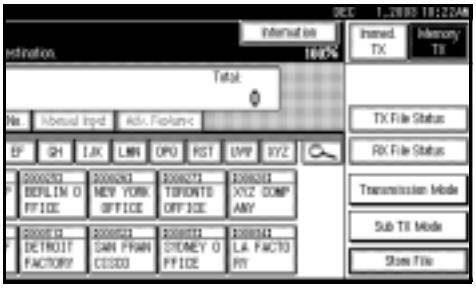
r For ID Polling Reception, program a Polling ID in advance. See p.183 “Programming a Polling ID”.

r Polling Result Report allows you to verify Polling Reception has taken place. See p.15 “Polling Result Report”. If E-mail TX Results is programmed in a Quick Operation key, you can select whether a report e-mail is sent after reception. The destination of this report can be selected from the e-mail addresses in the destination list.

r You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit steps 1 and 2.

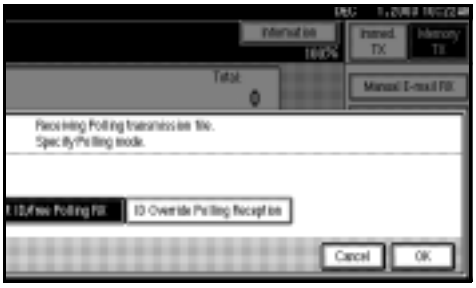
r This function is not available with Internet Fax.

1 **Press [Transmission Mode].**



2 **Press [Polling RX].**

3 **Depending on which method you are using, select one of the following procedures:**



Default ID/Free Polling Reception

A **Check that [Default ID/Free Polling RX] is selected, and then press [OK].**

"Deflt ID/Free Poll." is shown above the highlighted **[Polling RX]**.

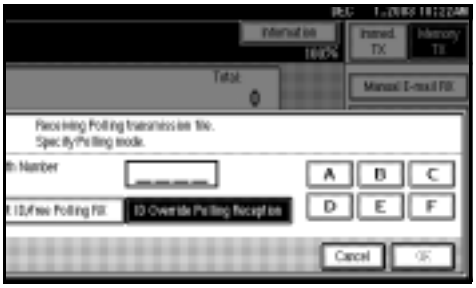
Note

r To cancel Polling Reception, press **[Cancel]**. The display returns to that of step **2**.

ID Override Polling Reception

A **Select [ID Override Polling Reception].**

B **Specify a 4-digit ID using the number keys and [A], [B], [C], [D], [E], and [F], and then press [OK].**



"ID Override" and the entered Polling ID are shown above the highlighted **[Polling RX]**.

Note

r A Polling ID may be any four numbers (0 to 9) and characters (A to F), except 0000 and FFFF.

r If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key before pressing **[OK]**, and then try again.

r To cancel Polling Reception, press **[Cancel]**. The display returns to that of step **2**.

4 **Press [OK].**

The standby display appears.

5 **Dial, and then press the 【Start】 key.**

Polling Reserve Report

This report is printed after Polling Reception has been set up.

Note

r You can turn this function on or off with the User Parameters. See p.159 “User Parameters” (switch 03, bit 3).

Polling Result Report

This report is printed after a Polling Reception has been completed and shows its result.

If E-mail TX Results is programmed in a Quick Operation key, you can select whether a report e-mail is sent after reception.

Note

r You can also check the result of a Polling Reception with the Journal. See p.27 “Printing the Journal”.

r You can turn this function on or off with the User Parameters. See p.159 “User Parameters” (switch 03, bit 4).

r To view the report without text disruption, select a font of even character width in your e-mail application's settings.

2. Checking and Canceling Transmission Files

After you have pressed the **【Start】** key (after scanning originals), you can check and edit the destination or settings of Memory Transmission. You can also cancel a transmission, change the settings of a transmission, print a stored file, print a list of stored files, and resend a file which the machine failed to transmit.

- Memory Transmission
- Internet Fax Transmission
- Send Later
- User Transmission
- Priority Transmission
- Confidential Transmission
- Polling Reception
- Polling Transmission
- Transfer Request

Note

r If there are no files being sent, received, or stored by Memory Transmission, **[Change/Stop TX File]** does not appear on the display.

r You cannot check or edit a file being sent or received. Also a Confidential Transmission file or stored file to be printed as a report cannot be checked or edited.

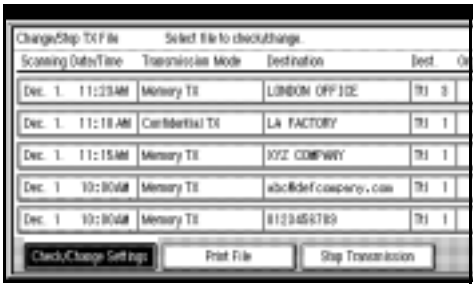
Displaying Confirmation of Transmission

1 **Press [Change/Stop TX File].**

2 **Press [Check/Change Settings].**

Change/Stop TX File
Select file to stop transmission
Scanning Date/Time
Transmission Mode
Destination
Dest.
Dec. 1 11:23AM Memory TX LONDON OFFICE TX 3
Dec. 1 11:18AM Confidential TX LA FACTORY TX 1
Dec. 1 11:15AM Memory TX XYZ COMPANY TX 1
Dec. 1 10:08AM Memory TX abc@defcompany.com TX 1
Dec. 1 10:08AM Memory TX 01234567890 TX 1
Check/Change Settings
Print File
Stop Transmission

3 **Select a file to check.**


Change/Stop TX File
Select file to check/change
Scanning Date/Time
Transmission Mode
Destination
Dest.
Dec. 1 11:23AM Memory TX LONDON OFFICE TX 3
Dec. 1 11:18AM Confidential TX LA FACTORY TX 1
Dec. 1 11:15AM Memory TX XYZ COMPANY TX 1
Dec. 1 10:08AM Memory TX abc@defcompany.com TX 1
Dec. 1 10:08AM Memory TX 01234567890 TX 1
Check/Change Settings
Print File
Stop Transmission

Note

- If multiple destinations were specified, only the destination selected first appears.
- If multiple destinations were specified, only the number of unsent messages appears.

4 **Confirm a transmission, and then press [Exit].**

5 **Press [Exit].**

The standby display appears.

Canceling a Transmission

You can cancel transmission of a file when the file is being sent, stored in memory, or fails to transmit. All the scanned data is deleted from memory.

You can cancel a file for Memory Transmission. This function is useful to cancel a transmission when you notice a mistake in destination or with the originals after storing. To cancel Memory Transmission, search for the file to be canceled among the files stored in memory, and then delete it.

Note

- If you cancel a transmission while the file is being sent, some pages of your file may have already been sent and will be received at the other end.
- If the transmission finishes while you are carrying out this procedure, transmission cannot be canceled.

1 **Press [Change/Stop TX File].**

2 **Select a file whose transmission you want to cancel.**

Note

- To display only the files being sent, press **[Files under TX]**.
- If multiple destinations were specified, only the number of unsent messages appears.
- If multiple destinations were specified, only one destination number appears. To display all destinations, press **[Check/ Change Settings]**.

3 **Press [Stop Transmission].**

The selected file is deleted.

Note

- To quit transmission cancel, press **[Save]**.
- To cancel another transmission, repeat from step **2**.

4 **Press [Exit].**

The standby display appears.

Deleting a Destination

You can delete destinations.

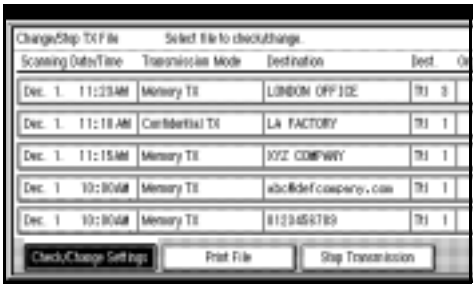
Note

r If you delete a destination that is the only destination for a transmission, the transmission is canceled.

1 **Press [Change/Stop TX File].**

2 **Press [Check/Change Settings].**

3 **Select the file from which you want to delete a destination.**



4 **Press [Change] for the destination you want to delete.**

Note

r Press [fax/email] to switch the destination between fax number and e-mail address.

5 **Press [Clear] to delete the destination.**

Note

r If you specified a destination using the number keys, pressing **[Clear]** deletes by single digits. If you specified a destination from the destination list, one press deletes the destination.

6 **Press [Exit].**

Note

r To delete another destination, repeat from step **3**.

7 **Press [Exit].**

The standby display appears.

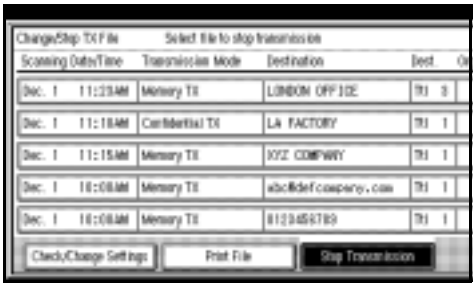
Adding a Destination

Note

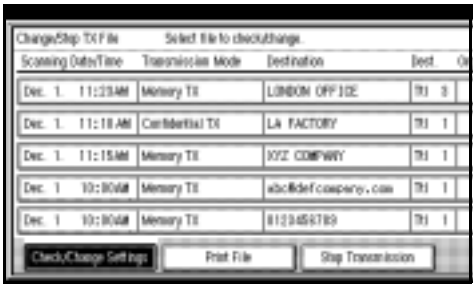
r A destination cannot be added using a destination list.

1 **Press [Change/Stop TX File].**

2 **Press [Check/Change Settings].**



3 **Select the file to which you want to add a destination.**



4 **Press [Add].**

Note

r Press [ ] to switch the destination between fax number and e-mail address.

5 **Specify the destination using the number keys or soft (on-screen) keys.**

Note

r To add e-mail address, press **[Manual Input]**, and then specify the destination.

r You can also program a SUB Code by pressing **[Adv. Features]**.

6 **Press [Exit].**

Note

r Repeat steps **4** and **5**, if you want to add another destination.

7 **Press [Exit].**

The standby display appears.

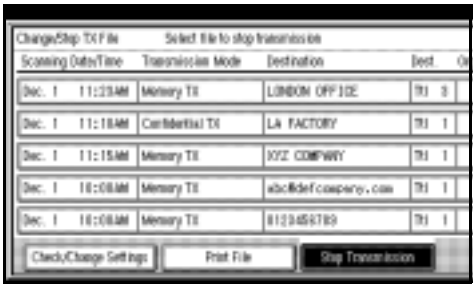
Changing the Transmission Time

You can change the transmission time specified with Send Later. See p.3 "Sending at a Specific Time (Send Later)".

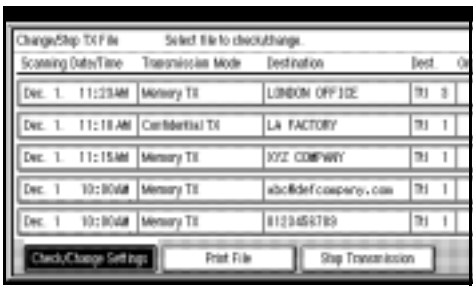
You can also delete the transmission time. If the transmission time is deleted, the file is transmitted immediately.

1 **Press [Change/Stop TX File].**

2 **Press [Check/Change Settings].**



3 **Select the file for which you want to change or cancel the transmission time.**



4 **The recipient appears.**

5 **Press [Change TX time].**

6 **Press [Clear], and then re-enter the transmission time using the number keys or select [Economy Time], and then press [OK].**

Note

r If you select **[Economy Time]**, the economy time already specified is entered. See p.142 "General Settings/Adjustment".

r If you press **[Transmit Now]**, the file is transmitted immediately. However, if there is a file on standby, that file is sent first.

7 **Press [Exit].**

Note

r Repeat from step **3**, if you want to change another transmission time.

8 **Press [Exit].**

The standby display appears.

Printing a File

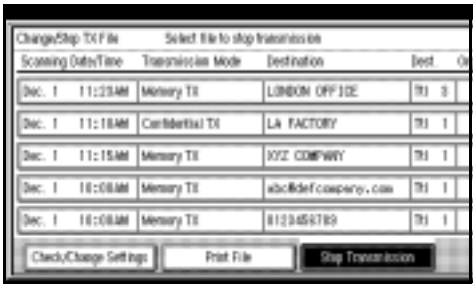
If you want to check the contents of a file that is stored in memory and not yet sent, use this procedure to print it out.

Note

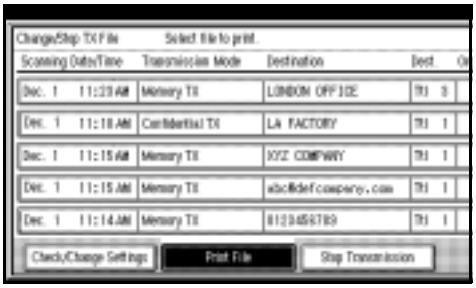
- Confidential Transmission files are displayed, but cannot be printed.
- You can also print files that have not been successfully transmitted.

1 **Press [Change/Stop TX File].**

2 **Press [Print File].**



3 **Select the file you want to print.**



Note

- If multiple destinations were specified, only the number of unsent messages appears.
- If you want two-sided printing (optional), press **[Print 2 Sides]**.
- To cancel printing, press **[Cancel]**. The display returns to that of step **3**.

4 **Press the 【Start】 key.**

Note

- To cancel printing after pressing the 【Start】 key, press **[Stop Printing]**. The display returns to that of step **3**.

5 **Press [Exit].**

The standby display appears.

Note

- Repeat from step **3**, if you want to print another file.

Resending a File

Machine memory stores messages that could not be successfully transmitted using Memory Transmission. Use this procedure to resend these messages.

Preparation

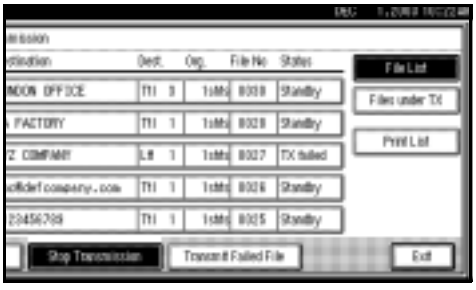
You should select "Store for 24 hours" for "Store a message that could not be transmitted" in User Parameters. See p.159 "User Parameters" (switch 24, bit 0).

Note

r Files that could not be transmitted will be kept for either 24 or 72 hours depending on how you program this function. See p.159 "User Parameters" (switch 24, bit 1).

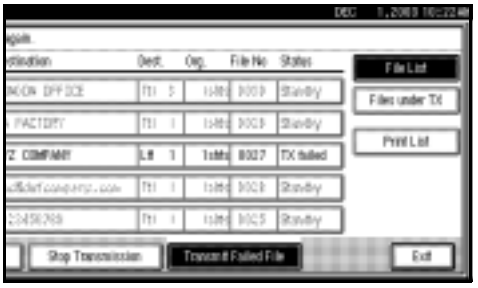
1 **Press [Change/Stop TX File].**

2 **Press [Transmit Failed File].**



3 **Select the file you want to resend.**

"TX failed" is displayed for files that could not be sent.



Note

r If multiple destinations were specified, only the destination number appears.

r If multiple destinations were specified, only the number of unsent messages appears.

4 **Press [OK].**

Note

r To add destinations, press **[Add]**, and then specify the destinations.

r To cancel transmissions, press **[Cancel]**. The display returns to that of step **3**.

r Repeat from step **3** to resend another file.

5 **Press [Exit].**

The standby display appears.

Transmission starts.

Printing a List of Files in Memory (Print TX File List)

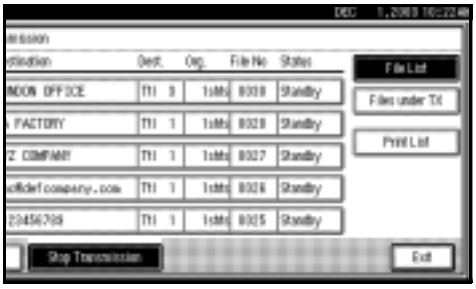
Print this list if you want to find out which files are stored in memory and what their file numbers are. Knowing the file number can be useful (for example when erasing files).

Note

r The contents of a file stored in memory can also be printed. See p.23 “Printing a File”.

1 **Press [Change/Stop TX File].**

2 **Press [Print List].**



Note

r To cancel printing before pressing the 【Start】 key, press **[Cancel]**. The display returns to that of step **2**.

3 **Press the 【Start】 key.**

Note

r To cancel printing after pressing the 【Start】 key, press **[Stop Printing]**. The display returns to that of step **2**.

4 **Press [Exit].**

The standby display appears.

Printing the Journal

The Journal contains information about the last 50 communications (maximum) made by your machine. It is printed automatically after every 50 communications (receptions & transmissions).

You can also print a copy of the Journal at any time by following the procedure below.

If the machine is installed with the optional extra G3 interface unit, you can print the Journal of each line type.

Important

r The contents of a Journal printed automatically are deleted after printing. Keep the journal if you require a record of transmissions and receptions. You can check a total of 200 communications (receptions & transmissions) on the display.

v **All**
Prints the results of communications in the order made.

v **Print per File No.**
Prints only the results of communications specified by file number.

v **Print per User Code**
Prints only the results of communications through User Code Management or User Transmission. See p.11 "User code entry display", *Facsimile Reference* <*Basic Features*> and p.5 "User Transmission".

Note

r The setting on the machine can be changed so that user codes will be printed instead of user names. For more information, contact your service representative.

r The sender name column of the Journal is useful when you need to program a special sender. See p.163 "Special Senders to Treat Differently".

r You can set whether the Journal is automatically printed after every 50 communications in User Parameters. See p.159 "User Parameters" (switch 03, bit 7).

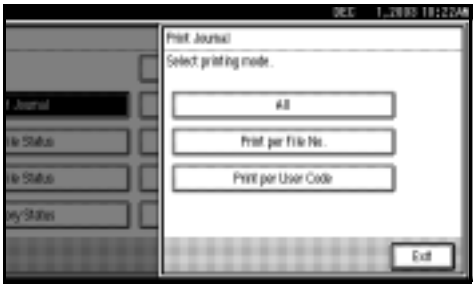
r You can set whether you print the Journal by line type. See p.159 "User Parameters" (switch 19, bit 1).

r You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit steps 1 and 2.

1 Press [Information].

2 Press [Print Journal].

3 **Select a printing mode.**



All

A **Select [All].**

Print per File No.

A **Select [Print per File No.].**

B **Enter a 4-digit file number.**

Note

r If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key, and then try again.

Print per User Code

A **Select [Print per User Code].**

B **Specify a user code of up to 8 digits using the number keys, and then press [#].**

Note

r If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key before pressing **[#]**, and then try again.

C **Check the user name shown on the display.**

4 **Press the 【Start】 key.**

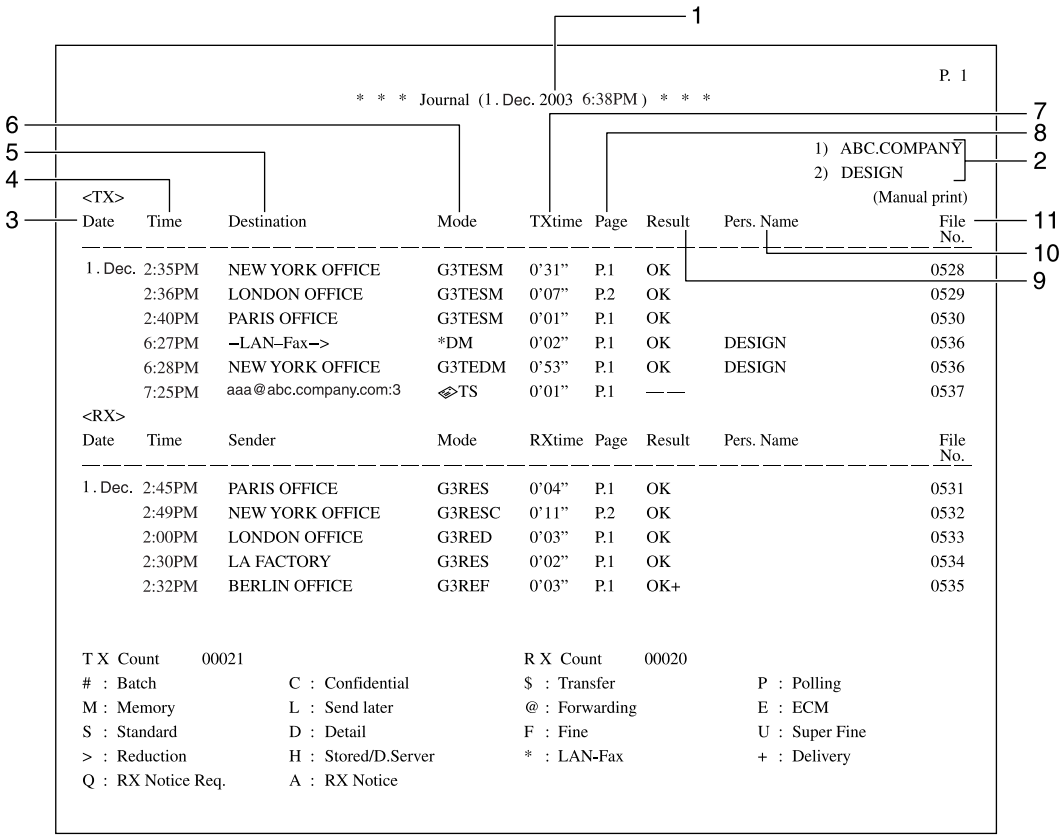
Note

r To cancel a file printing, press **[Stop Printing]**. The display returns to that of step **2**.

5 **Press [Exit] twice.**

The standby display appears.

Journal


1
P. 1
* * * Journal (1 . Dec. 2003 6:38PM) * * *
6
7
8
5
1) ABC.COMPANY
2) DESIGN
2
4
(Manual print)
<TX>
3
Date Time Destination Mode TXtime Page Result Pers. Name File No.
11
10
9
1 . Dec. 2:35PM NEW YORK OFFICE G3TESM 0'31" P.1 OK 0528
2:36PM LONDON OFFICE G3TESM 0'07" P.2 OK 0529
2:40PM PARIS OFFICE G3TESM 0'01" P.1 OK 0530
6:27PM –LAN–Fax–> *DM 0'02" P.1 OK DESIGN 0536
6:28PM NEW YORK OFFICE G3TEDM 0'53" P.1 OK DESIGN 0536
7:25PM aaa@abc.company.com:3 TS 0'01" P.1 —— 0537
<RX>
Date Time Sender Mode RXtime Page Result Pers. Name File No.
1 . Dec. 2:45PM PARIS OFFICE G3RES 0'04" P.1 OK 0531
2:49PM NEW YORK OFFICE G3RESC 0'11" P.2 OK 0532
2:00PM LONDON OFFICE G3RED 0'03" P.1 OK 0533
2:30PM LA FACTORY G3RES 0'02" P.1 OK 0534
2:32PM BERLIN OFFICE G3REF 0'03" P.1 OK+ 0535
T X Count 00021
R X Count 00020
: Batch
C : Confidential
$: Transfer
P : Polling
M : Memory
L : Send later
@ : Forwarding
E : ECM
S : Standard
D : Detail
F : Fine
U : Super Fine
> : Reduction
H : Stored/D.Server
* : LAN-Fax
+ : Delivery
Q : RX Notice Req.
A : RX Notice

1. Printing date

Shows the date and time when the report is printed.

2. Programmed sender name

Shows the sender name programmed for printing.

3. Date

Shows the transmission or reception date.

4. Time

Shows the transmission or reception start time.

5. Other end

- For fax destinations
  Shows the name (for display) programmed by the other end. Shows the programmed fax number if the name (for display) has not been programmed.
  If neither name nor fax number has been programmed by the other end, an entered fax number or a name programmed in a destination list is shown for transmissions. The space will be blank for receptions.
  To prioritize a fax number or name programmed in the destination list, contact your service representative.

- For Internet Fax destinations
  Shows the e-mail address or name programmed in the destination list for transmissions. Shows the number of the destinations after an e-mail address or a name for broadcasting transmissions.
  Shows the e-mail address of the sender for receptions.

6. Communication mode

- For fax transmissions and receptions
  After "T" for outgoing fax or "R" for ingoing fax, shows a communication mode. If the optional Extra G3 interface unit has been installed, "G3-1", "G3-2", or "G3-3" will be shown.
- For Internet Fax transmissions and receptions
  After ✉ the e-mail symbol, and "T" for outgoing e-mail or "R" for ingoing e-mail, the communication mode appears in alphabetical letters or symbols. Outgoing e-mail set for Reception Notice of E-mail Options bears a "Q", whereas "A" appears with reception confirmation e-mails.

7. Communication time

Shows time taken for transmissions or receptions.

8. Number of pages

Shows the number of pages transmitted or received.

9. Communication result

Shows the result of transmissions or receptions.

OK: All pages were properly transmitted or received. When Reception Notice is activated using the Internet Fax E-mail Options, receipt of Reception Notice is shown.

--: The Internet Fax was sent to the mail server programmed in this machine. (However , this does not mean the e-mail was delivered.)

Error: A communication error occurred.

D: Power was disconnected during communication. Not all fax messages were transmitted.

10. User name

Shows the user name programmed for user code use restriction or User Transmission.

11. File number

Shows file management numbers.

Checking the Transmission Result (TX File Status)

You can browse a part of the Transmission Result Report on the display.

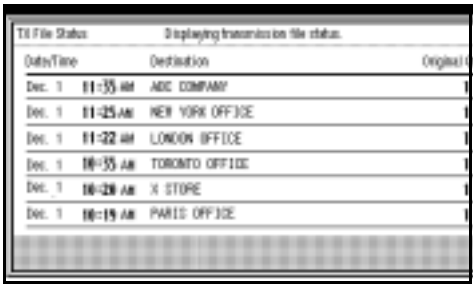
Note

- Only the transmission result of the last 200 communications (receptions & transmissions) are shown.
- If a transmission is completed while you are using this function, the result will not appear. To view the latest result, exit TX File Status, and then try again.
- You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit steps 1 and 2.

1 Press [Information].

2 Select [TX File Status].

3 Check the transmission results.


TX File Status
Displaying transmission file status.
Date/Time
Destination
Dec. 1 11:35 AM ADC COMPANY
Dec. 1 11:25 AM NEW YORK OFFICE
Dec. 1 11:22 AM LONDON OFFICE
Dec. 1 10:55 AM TORONTO OFFICE
Dec. 1 10:28 AM X STORE
Dec. 1 10:19 AM PARIS OFFICE

Transmission results are displayed, from the latest result down, in groups of six.

Note

- When a fax is sent, "Destination" shows the Own Fax Number or Fax Header information of a receiver. The e-mail address and name programmed in the destination list appears in the "To" field of the sent Internet Fax. For a transmission from a computer, "-- LAN-Fax -->" is shown.

4 Press [Exit] twice.

The standby display appears.

Checking the Reception Result (RX File Status)

You can browse a part of the Reception Result Report on the display.

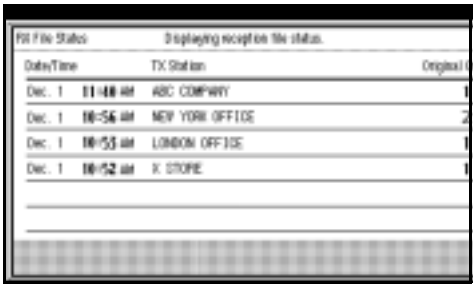
Note

- Only the reception result of the last 200 communications (receptions & transmissions) are shown.
- If a message is received while you are using this function, the result will not appear. To view the latest result, exit RX File Status, and then try again.
- You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit steps 1 and 2.

1 Press [Information].

2 Select [RX File Status].

3 Check the reception results.


RX File Status
Displaying reception file status.
Date/Time
TX Station
Dec. 1 11:48 AM ABC COMPANY
Dec. 1 10:56 AM NEW YORK OFFICE
Dec. 1 10:53 AM LONDON OFFICE
Dec. 1 10:52 AM X STORE

Reception results are displayed from the latest result in groups of six.

Note

- When a fax is received, Transmission Station shows the fax number of a sender or Fax Header information. The sender's e-mail address appears in the "From" field of the received Internet Fax.

4 Press [Exit] twice.

The standby display appears.

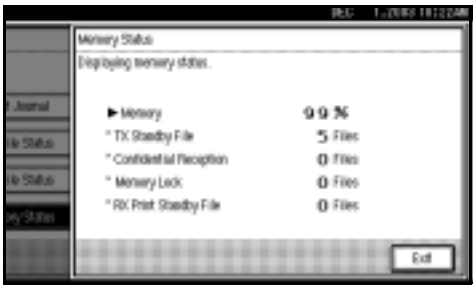
Displaying the Memory Status

Use this function to display a summary of current memory usage. Items shown are the percentage of free memory space, the number of received confidential messages, the number of files to be sent, the number of Memory Lock files and the number of received messages to be printed.

1 **Press [Information].**

2 **Press [Memory Status].**

3 **Check the memory status.**



Note

r "Others" will be displayed:

- When storing attachment files. See p.65 "Sending an Auto Document".
- When storing Transfer Request files. See p.52 "Transfer Request".
- When storing originals in the Information Boxes. See p.42 "Storing Messages in Information Boxes".
- When sending to the Personal Box. See p.41 "Printing Personal Box Messages".

r If you have made the machine save received messages on the hard disk, see "RX Print Standby File" on the display to check the number.

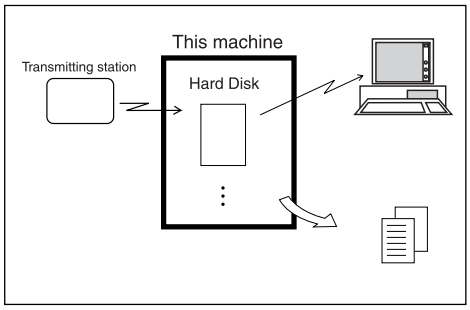
4 **Press [Exit] twice.**

The standby display appears.

Printing/Deleting Received and Stored Documents (Print Stored RX File)

The optional printer/scanner unit is required.

You can print documents that are received and stored on the hard disk. You can also delete unwanted documents.



Preparation

Make a setting for received and stored documents before using this function. See p.184 “Storing or Printing Received Documents”.

Note

- If you have selected to store received documents and specified an e-mail address for notification of receipt, fax reception notification can be sent to that e-mail address. See p.185 “Reception Report e-mail”.
- You can view and/or print received and stored documents using a Web browser or DesktopBinder V2 Lite. See p.121 “Viewing Fax Information Using a Web Browser” or the DesktopBinder V2 Lite's manuals and Help.

Printing Received and Stored Documents

Use the following procedure to print documents saved on the hard disk.

Note

- This function allows you to print only received and stored documents.
- You cannot print and delete received documents using the Document Server function.
- You can specify and print multiple documents. You can specify a maximum of 30 documents at one time.

1 **Press [Information].**

2 **Press [Print Stored RX File].**

3 **Select a file to be printed, and then press [Print].**

4 **Select the printing mode, and then press the 【Start】 key.**

Note

- To cancel printing, press **[Cancel]**. The display returns to that of step **3**.
- To delete the document after printing, press **[Delete File after Printing]**.
- To perform 2-sided printing (optional duplex unit required), press **[Print on 2 Sides]** before pressing the 【Start】 key.

5 **Press [Exit] twice.**

The standby display appears.

Deleting Received and Stored Documents

Use the following procedure to delete documents stored on the hard disk.

Note

- You cannot delete a document while another person is previewing or printing it using a Web browser or DesktopBinder V2 Lite.

1 **Press [Information].**

2 **Press [Print Stored RX File].**

3 **Select a file to be deleted, and then press [Delete].**

4 **Press [Yes].**

Note

- To cancel a deletion, press **[No]**. The display returns to that of step **3**.

5 **Press [Exit] twice.**

The standby display appears.

Printing a Confidential Message

This function is designed to prevent unauthorized users from reading your messages. If someone sends you a message using Confidential Transmission, it is stored in memory but not automatically printed. To print the message you have to enter the Confidential ID Code. When your machine has received a confidential message, the **Confidential File** (✉) indicator lights.

Preparation

Before using this function, program your Confidential ID. See p.182 “Programming a Confidential ID”.

Important

- If the main power switch is off more than one hour, all confidential messages are deleted. When this happens, use the Power Failure Report to identify which messages have been deleted. See p.187 “Power Failure Report”.

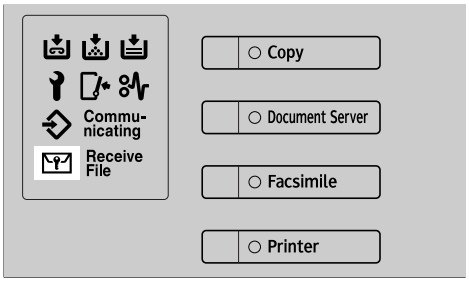
Limitation

- You must program the Confidential ID for Confidential Reception to work.

Note

- You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit steps 2 and 3.

1 Confirm that the Confidential File indicator is lit.



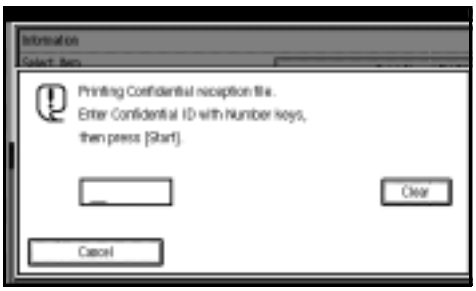
2 Press [Information].

3 Press [Print Confidential RX File].

Note

- If no confidential messages have been received, the message “No reception file.” is shown. Press **[Exit]**.

4 Enter a 4-digit Confidential ID using the number keys, and then press the [Start] key.



The Confidential ID differs depending on the Sender's specifications.

Note

- You must enter the Confidential ID programmed in this machine, if the received file has no Confidential ID.
- You must enter the Confidential ID programmed by the sender. Confirm the sender's Confidential ID in advance.
- If the Confidential IDs or Personal Confidential IDs do not match, the message "`No reception file under specified Confidential ID.`" appears. Press **[Exit]** to cancel the operation, and then check the Confidential ID or Personal Confidential ID with the other party, and then try again.

5 **Press [Exit].**

The standby display appears.

If you cannot print confidential files even if the Confidential File (✉) indicator is lit.

The Confidential File indicator also lights if the machine received a message with a SUB Code. Check the Personal Boxes.

Note

- Print from the Personal Box, when a file has been sent from another party with a SUB Code attached. See p.41 "Printing Personal Box Messages".

Confidential File Report

When this function is turned on, this report is printed whenever your machine receives a confidential message.

Note

- You can turn this function on or off with the User Parameters. See p.159 "User Parameters" (switch 04, bit 0).

Printing a File Received with Memory Lock

This is a security function designed to prevent unauthorized users from reading your messages. If Memory Lock is switched on, all received messages are stored in memory and are not automatically printed. To print the messages, you have to enter the Memory Lock ID Code. When your machine has received a message with Memory Lock, the **Confidential File** (✉) indicator blinks.

Preparation

Before using this function, program your Memory Lock ID. See p.183 "Programming a Memory Lock ID".

Before using this function, set Memory Lock to On. See p.165 "Memory Lock".

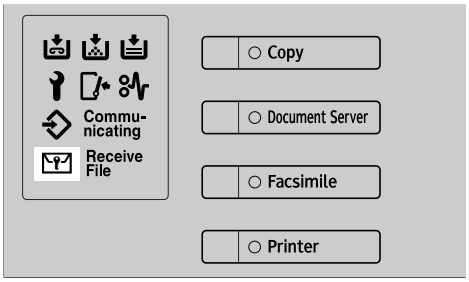
Important

- If the main power switch is turned off for more than an hour, all messages protected by Memory Lock will be deleted. In that case, the Power Failure Report will be printed so you can confirm which messages have been deleted. See p.187 "Power Failure Report".

Note

- If free memory space is not enough, messages may not be received. If it is not enough while received document storage is set, the oldest received messages are printed and new message is received. However, both received document storage and Memory Lock are set, Memory Lock is not available.
- You can also apply a Memory Lock to messages that come only from certain senders. See p.166 "Programming/ Changing Special Senders".
- Messages received by Polling Reception are automatically printed even if this function is switched on.
- You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit steps 2 and 3.

1 Confirm that the Confidential File indicator is blinking.



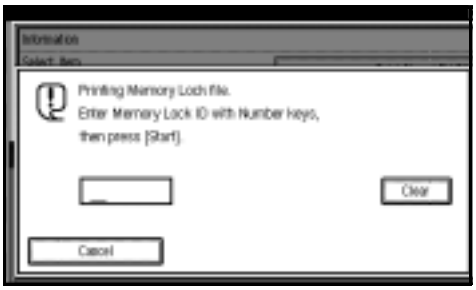
2 Press [Information].

3 Press [Print Memory Lock].

Note

- If no messages were received while Memory Lock was switched on, the message "No reception file." is shown. Press **[Exit]** .

4 **Enter a 4-digit Memory Lock ID with the number keys, and then press the [Start] key.**



Note

r If the Memory Lock ID does not match, the message "Specified code does not correspond to programed Memory Lock ID." appears. Press **[Exit]** and retry after checking the Memory Lock ID.

5 **Press [Exit].**

The standby display appears.

Personal Boxes

Preparation

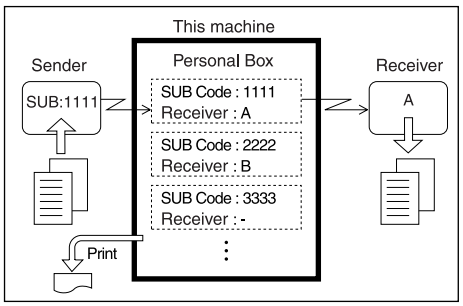
Before using this function, set the Personal Box in advance. See p.172 “Programming/changing Personal Boxes”.

Personal Boxes

This function lets you set up the machine so that incoming messages addressed to certain users are stored in memory instead of being printed out immediately.

Each user must be assigned a SUB Code (Personal Code) that has been designated as a Personal Box beforehand. When the other party sends their message, they specify the SUB Code of the receiver. When the message is received, it is stored in the Personal Box with the matching SUB Code. In order to print a received message, you must enter the SUB Code assigned to that Personal Box.

This enables several individuals or departments to share a single fax machine yet be able to differentiate between messages. Furthermore, if you specify a receiver for the Personal Box, instead of being stored in memory, incoming messages with this SUB Code appended are forwarded directly to the destination you specify. You can specify a fax number or an e-mail address. See p.172 “Programming/changing Personal Boxes”.



- To be able to receive messages into a Personal Box you must inform the sender of the SUB Code programmed for that Personal Box and ask them to send the message using SUB Code Transmission with that SUB Code. See p.49 “SUB Code”.
- When messages have been received into Personal Boxes, the Confidential Reception/Memory Lock indicator lights and the Confidential File Report is printed. See p.37 “Confidential File Report”.
- If a Personal Box is assigned a receiver, incoming messages are transferred to that receiver with a Forwarding Mark stamped on them. See p.157 “Forwarding Mark”.
- If a receiver is not assigned, print these messages. See p.41 “Printing Personal Box Messages”.

v **SUB Code and SEP Code**

SUB Code and SEP Code are IDs consisting of up to 20 digits, and can include numbers, #, *, and spaces. To use this function, you must program a box and SUB/SEP Code beforehand. The other party can send messages to, and retrieve stored messages from, this box using the code.

Note

r This function is not available when you have set received documents to be delivered to the network delivery server.

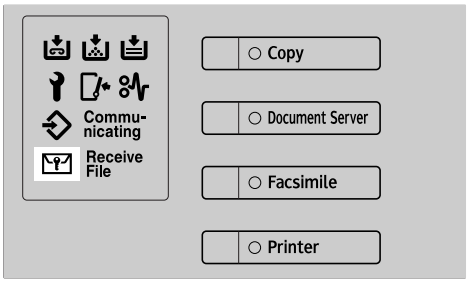
Printing Personal Box Messages

Follow these steps to print a message that has been received into a Personal Box.

Note

r If you print a Personal Box message, it is deleted.

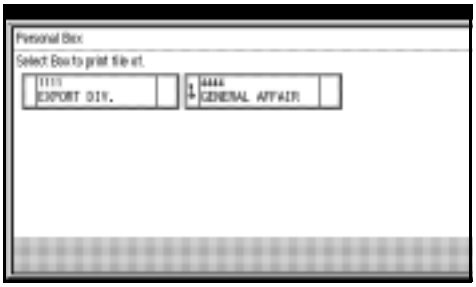
1 **Make sure that the Confidential File indicator is lit.**



2 **Press [Information].**

3 **Press [Print Personal Box File].**

4 **Select the box with the message you want to print.**



When a password is required

The display appears, when the selected Personal Box password is set in advance.

Note

r The password is programmed in "Key Operator Tools". See p.172 "Programming/changing Personal Boxes".

A **Enter the password, and then press [OK].**

Note

r If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key before pressing **[OK]**, and then try again.

r To cancel entering a password, press **[Cancel]**. The display returns to that of step **4**.

5 **Press the 【Start】 key.**

Note

r To stop printing, press **[Stop Printing]**. The display returns to that of step **4**.

6 **Press [Exit].**

Note

r To print a message in another Personal Box, refer to step **4**, and then try again.

7 **Press [Exit].**

The standby display appears.

Information Boxes

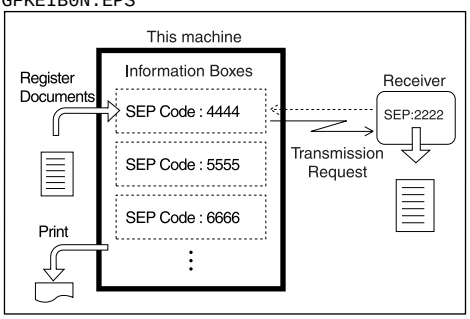
Preparation

Before using this function, set the Information Box in advance. See p.175 “Programming/changing Information Boxes”.

Information Boxes

Use the Information Box function to set up the machine as Document Server. By scanning documents into Information Boxes, other parties can receive these messages whenever they request them.

GFKEIBON.EPS



- You can program documents for this function with “Store/Delete/Print Information Box File”. See p.42 “Storing Messages in Information Boxes” .
- For other parties to be able to retrieve a message programmed in an Information Box, you need to inform them of the SEP Code assigned to that Information Box.
- When an SEP Code Polling Reception request is made by another party, the SEP Code they specify is matched against the SEP Codes programmed in that Information Boxes. If a code matches, the message stored in the Information Box is sent to the other party automatically. See p.49 “SUB Code”.
- You can check the contents of Information Boxes with “Store/Delete/Print Information Box File”. See p.44 “Printing Information Box Messages”.
- You can set a password for Information Boxes in advance. A password can be set in “Key Operator Setting”. See p.175 “Programming/changing Information Boxes”.

Storing Messages in Information Boxes

Follow these steps to store a message in an Information Box.

Note

r One Information Box stores one file.

r The stored file is not deleted automatically. If you want to delete a stored file, see p.45 “Deleting Information Box Messages”.

1 **Press [Information].**

2 **Press [Store/Delete/Print Information Box File.].**

3 **Select the box in which you want to store the file.**

Note

r When there are pre-programmed files, a file mark is displayed at the end of the Box Name.

r A message is displayed, when selecting a box with a file stored in it. Press **[Yes]**, when changing the file name. The file stored originally will be overwritten.

When a password is required

A **Enter the password, and then press [OK].**

Note

r If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key before pressing **[OK]**, and then try again.

r To cancel entering a password, press **[Cancel]**. The display returns to that of step **3**.

4 **Place the original, and then select the scan settings you require.**

Note

r You can also select the following settings:

- Book Fax
- Two-Sided Original (The optional ADF is required.)
- Stamp ADF is required.

Reference

p.15 “Placing Originals”, *Facsimile Reference <Basic Features>*

p.33 “Scan Settings”, *Facsimile Reference <Basic Features>*

5 **Press the 【Start】 key.**

The machine starts to scan the original.

To stop scanning, press **[Stop Scanning]**. The display returns to that of step **3**.

6 **Press [Exit].**

Note

r To store a message in another Information Box, return to step **3**.

7 **Press [Exit].**

The standby display appears.

Printing Information Box Messages

Follow these steps to print a message stored in an Information Box.

1 **Press [Information].**

2 **Press [Store/Delete/Print Information Box File.].**

3 **Press [Print File].**

4 **Select the box that contains the stored file you want to print.**

Note

r You cannot select a box that has no stored file.

When a password is required

A **Enter the password, and then press [OK].**

Note

r If you make a mistake, press **[Clear]** or the 【**Clear/Stop**】 key before pressing **[OK]**, and then try again.

r To cancel entering a password, press **[Cancel]**. The display returns to that of step **4**.

5 **Press the 【Start】 key.**

Note

r If you want two-sided printing (optional), press **[Print 2 Sides]** before pressing the 【**Start**】 key.

r To stop printing before pressing the 【**Start**】 key, press **[Cancel]**. The display returns to that of step **4**.

r To stop printing after pressing the 【**Start**】 key, press **[Stop Printing]**. The display returns to that of step **4**.

6 **Press [Exit].**

Note

r Repeat from step **4** to print another stored file in the box.

7 **Press [Exit].**

The standby display appears.

Deleting Information Box Messages

Follow these steps to delete a file stored in an Information Box.

1 **Press [Information].**

2 **Press [Store/Delete/Print Information Box File.].**

3 **Press [Delete File].**

4 **Select the box that contains the stored file you want to delete.**

When a password is required

A **Enter the password, and then press [OK].**

Note

r If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key before pressing **[OK]**, and then try again.

r To cancel entering a password, press **[Cancel]**. The display returns to that of step **4**.

5 **Press [Delete].**

Note

r To stop deleting, press **[Do not Delete]**. The display returns to that of step **4**.

6 **Press [Exit].**

Note

r Repeat from step **4** to delete another stored file in another box.

7 **Press [Exit].**

The standby display appears.

4. Other Transmission Features

Handy Dialing Functions

Chain Dial

This allows you to compose a telephone number from various parts, some of which may be stored in Quick Dials and some of which may be entered using the number keys.

Note

r Maximum length of a telephone or fax number: 128 digits

r For Memory Transmission and Immediate Transmission, insert a pause between parts of a number. For On Hook Dial and Manual Dial, no pause is needed.

r You cannot use this function with Internet Fax transmission.

r The Advanced Features function programmed in the destination list is unavailable.

(Example) 01133-1-555333

Assume that 01133 is stored in a Quick Dial key.

1 Place the original, and then select the scan settings you require.

2 Press the Quick Dial key that is programmed "01133".

3 Press the [Pause/Redial] key.

4 Enter [1], [5], [5], [5], [3], [3], [3] using the number keys.

5 Press the [Start] key.

Redial

The machine stores the last 10 destinations specified. If you want to send a message to a destination which you sent faxes to recently, the Redial function saves you time by finding and entering the destination again.

Limitation

r The following kinds of destinations are not stored:

- Quick Dials
- Group Dials
- Destinations dialed as Receiving Stations for Transfer Request
- Forwarding terminal of the Substitute Reception
- Destinations dialed using the external telephone
- Destinations dialed by Redial (regarded as already stored in memory)
- Second and later destinations broadcasted to

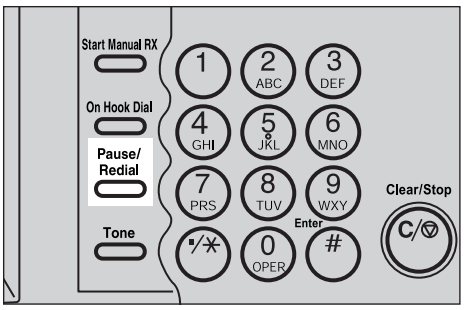
r To redial a fax number, do not dial any numbers before you press the **[Pause/Redial]** key. If you press the **[Pause/Redial]** key after entering numbers using the number keys, a pause will be entered instead. To redial e-mail address, do not enter any characters before you press **[Manual Input]**.

Note

r Redial can be used to specify Internet Fax recipients.

1 **Place the original, and then select the scan settings you require.**

2 **Press the 【Pause/Redial】 key.**



3 **Select the destination you want to redial to.**

Note

r Now that the date and time the original was read appears as a key, select by pressing it.

r When you press **[ProgDest]**, you can register a selected recipient in the destination list.

Advanced Features

SUB Code

Normally you can only use Confidential Transmission to send messages to fax machines of the same manufacturer that have the Confidential Reception function. See p.8 “Confidential Transmission”. However, if the other machine supports a similar function called “SUB Code”, you can send fax messages to the other party using this method instead.

Note

- The ID can be up to 20 digits long.
- You can enter numbers, *, #, and spaces to program an ID.
- Make sure the number of digits in the ID matches the specification of the machine to which you are sending.
- You can store IDs in destination lists and Programs. See "Registering a Fax Destination", *General Settings Guide*. See p.125 “Registering and Changing Keystroke Programs”.
- Messages you send using this function are marked “SUB” on all reports.
- This function is not available with Internet Fax transmissions.

1 Place the original, and then select the scan settings you require.

Reference

p.15 “Placing Originals”, *Facsimile Reference <Basic Features>*

p.33 “Scan Settings”, *Facsimile Reference <Basic Features>*

2 Dial the fax number using the number keys.

3 Press [Adv. Features].

4 Press [SUB Code].

5 Press [TX SUB Code].

6 Enter a SUB Code, and then press [OK].

"SUB Code" appears one line above **[Adv. Features]** on the display.

Note

- If you make a mistake, press **[Cancel]** or the 【Clear/Stop】 key before pressing **[OK]**, and then try again.

7 To enter a password, press [Password (SID)].

8 Enter the password with the number keys, and then press [OK].

9 Press [Exit].

10 **Press the [Start] key.**

Note

r If you use Immediate Transmission and the fax machine at the destination does not support the SUB Code function, a message will appear on the display to inform you of this. When this happens, press **[OK]** to cancel the transmission.

SID Code

There are times when you may want to use an "SID" (Sender ID) when sending confidential faxes with the SUB Code function.

Note

r The ID can be up to 20 digits long.

r You can enter numbers, *, #, and spaces to program an ID.

r You can store IDs in destination lists and Programs. See p.125 "Registering and Changing Keystroke Programs". See "Registering a Fax Destination", *General Settings Guide*.

r Messages you send using this function are marked "SID" on all reports.

SEP Code

Normally you can only use Polling Reception to receive faxes from machines that have the Polling Reception function and the same manufacturer. However, if a machine of another manufacturer supports Polling Reception, you can receive fax messages from the other party using this method instead.

You can receive messages that have the same SEP Code as the SEP Code you entered.

Note

r The ID can be up to 20 digits long.

r Make sure the number of digits in the ID matches the one set on the machine to which you are sending.

r You can enter numbers, *, #, and spaces to program an ID.

r You can store IDs in destination lists and Programs. See "Registering a Fax Destination", *General Settings Guide*. See p.125 "Registering and Changing Keystroke Programs".

r Messages you receive using this function are marked "SEP" on all reports.

r This function is not available with Internet Fax transmissions.

1 **Dial the fax number using the number keys.**

2 **Press [Adv. Features].**

3 **Press [SEP Code].**

4 **Press [RX SEP Code].**

5 **Enter a SEP Code, and then press [OK].**

"SEP Code" appears one line above **[Adv. Features]** on the display.

Note

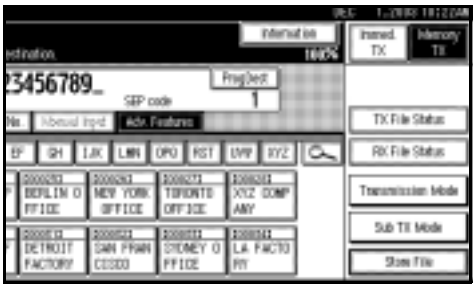
r If you make a mistake, press **[Cancel]** or the 【Clear/Stop】 key before pressing **[OK]**, and then try again.

6 **To enter a password, press [Password (PWD)].**

7 **Enter the password using the number keys, and then press [OK].**

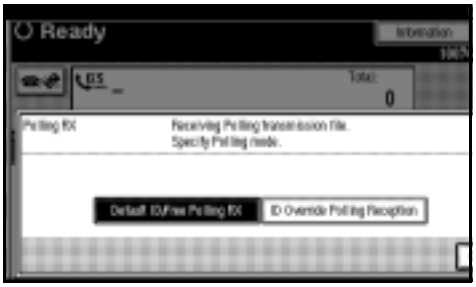
8 **Press [Exit].**

9 **Press [Transmission Mode].**



10 **Press [Polling RX].**

11 **Press [Default ID/Free Polling RX], and then press [OK].**



[Polling RX] is highlighted, and "Deflt ID/Free Poll." is shown.

Note

r To cancel Polling RX, press **[Cancel]**. The display returns to that of step **10**.

12 **Press [OK].**

The standby display appears.

13 **Press the 【Start】 key.**

PWD Code

There are times you may want to use a password when receiving faxes by polling using the SEP Code function.

Note

r The password can be up to 20 digits long.

r You can enter numbers, *, #, and spaces as a password.

r You can store IDs in destination lists and Programs. See "Registering a Fax Destination", *General Settings Guide*. See p.125 "Registering and Changing Keystroke Programs".

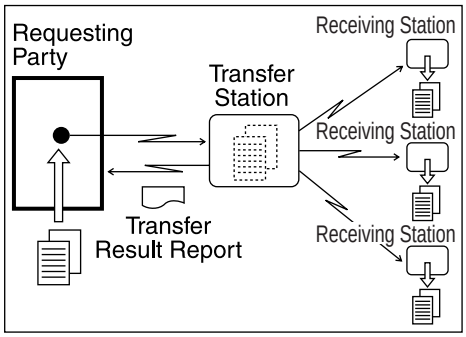
r Messages you send using this function are marked "PWD" on all reports.

Transfer Request

Transfer Request allows fax machines that have this function to automatically transfer incoming messages to multiple fax destinations. This function helps you save costs when you send the same message to more than one place in a distant area, and saves time since many messages can be sent in a single operation.

Transfer Requests can be sent by fax or e-mail.

The diagram below may make the concept clearer.



The following terminologies are used in this section:

v **Requesting Party**
The machine where the message originates.

v **Transfer Station**
The machine that forwards the incoming message to another destination.

v **Receiving Station**
The facsimile or computer that received the message from the Transfer Station.

Preparation

Before you can use this function, you must make the following preparations:

- Program each Transfer Station number in this machine (Requesting Party) and in the Transfer Station itself. See p.181 “Transfer Report”.
- Program the same Polling ID in both this machine (Requesting Party) and the Transfer Station. See p.183 “Programming a Polling ID”.
- To send a Transfer Request by fax, the Transfer Station must be a fax machine of the same manufacturer and have the Transfer Station function.
- To send a Transfer Request by e-mail, Transfer Station must be a fax machine of the same manufacturer that supports Internet Fax.
- You cannot use Transfer Request without programming the fax number of the Requesting Party in a Quick Dial or Speed Dial.
- The Receiving Station's fax number must be programmed in the Transfer Station's Quick Dial, Speed Dial or Group Dial.

Note

r You can specify up to 500 Transfer Stations in a Transfer Request.

r You can have up to 30 End Receivers per Transfer Station. If you specify a Transfer Station's Group, the Group counts as a single receiver.

- You can specify up to 100 Receiving Stations and Transfer Stations in total.
- When a Transfer Request is sent by e-mail, as soon as the Transfer Station completes transfer to all Receiving Stations, it sends back a Transfer Result Report by e-mail. See p.91 "Transfer Result Report (transfer request by e-mail)".
- When a Transfer Request is sent by e-mail to a computer or facsimile without the Transfer Request function, that machine receives it as ordinary e-mail. It does not transfer the message nor send an error report back to the Requesting Party. To send Transfer Request by e-mail, use a Transfer Station that supports Internet Fax and has the Transfer Station function.
- You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit steps 3 and 4.

1 Place the original, and then select any scan settings you require.

Note

- When sending a Transfer Request by e-mail, sent text size is **[Detail]**, even if **[Super Fine]** is selected.
- Transfer Requests by e-mail are sent at A4 width. Wider originals are reduced to A4 width.

Reference

p.15 "Placing Originals", *Facsimile Reference <Basic Features>*

p.33 "Scan Settings", *Facsimile Reference <Basic Features>*

2 Specify a Transfer Station.

Note

- Specify whether to enter the Transfer Station's fax number or e-mail address directly, or to use the destination list.
- If you make a mistake, press the **【Clear/Stop】** key, and then try again.
- When a Transfer Request is sent by e-mail, e-mail options can be set. See steps 2 and 3 on p.54 "Transmitting Internet Fax", *Facsimile Reference <Basic Features>*.

Reference

p.38 "Entering a Fax Number", *Facsimile Reference <Basic Features>*

p.40 "Entering an E-mail Address", *Facsimile Reference <Basic Features>*

p.41 "Using Destination Lists", *Facsimile Reference <Basic Features>*

3 Press [Adv. Features].

4 Select [Transfer Req.].

5 Press [Receiving Station].

6 Specify a Receiving Station.

Note

r You cannot enter Receiving Station numbers directly. The numbers must be stored in destination lists, Speed Dial, or Groups in the Transfer Station(s). To specify a Receiving Station, use the procedure described below.

r To cancel the Transfer Request, press **[Cancel]**. The display returns to that of step **5**.

Destination List

A **Select [# Quick Dial].**

B **Enter the registration number of the destination list where the Receiving Station is stored.**

For example, to select the registration number stored in Quick Dial 01 of the Transfer Station, enter: **【0】【1】**.

Note

r You can enter up to five digits.

Speed Dial

A **Select [#✳ Speed Dial].**

B **Enter the number of the Speed Dial code.**

For example, to select the number stored in Speed Dial 12 of the Transfer Station, enter: **【1】【2】**.

Group Dial

A **Select [#✳✳ Group Dial].**

B **Enter the number of the Group number.**

For example, to select the number stored in Group Dial 04 of the Transfer Station, enter: **【0】【4】**.

7 To specify another Receiving Station, press [Add].

Note

r Press **[▲ Prev.]** or **[▼ Next]** to see the Receiving Stations already entered. You can select a Receiving Station from this list and remove it by pressing **[Clear]** or the **【Clear/Stop】** key.

8 When you have specified all the Receiving Stations, press [OK].

9 Press [Exit].

The Transfer Stations and Receiving Stations are displayed.

10 Press the 【Start】 key.

With transfer requests set in the system settings

You can program a Quick Dial key with Transfer Station and/or Receiving Station using the Transfer Request function in the System Settings. See *General Settings Guide*.

1 **Place the original down, and then select the desired settings.**

Reference

p.15 “Placing Originals”, *Facsimile Reference <Basic Features>*

p.33 “Scan Settings”, *Facsimile Reference <Basic Features>*

2 **Press the key programmed with Transfer Request.**

3 **Press the [Start] key.**

Setting Multistep Transfer

Program a Transfer Station in a destination list. When receiving a Transfer Request that specifies the same Receiving Station as programmed in the destination list, this machine sends a Transfer Request to the programmed Transfer Station. This function allows fax messages to be transferred via multiple stations and makes fax message transfer more efficient.

You can program up to 30 Receiving Stations per Transfer Station. For more information, contact your service representative.

On Hook Dial

The On Hook Dial function allows you to dial while hearing tone from the internal speaker. You can send a fax checking the connection.

Limitation

r This function is unavailable for the optional extra G3 interface unit.

Note

r This function is unavailable in some countries.

r If Transmission Result Report (Immediate Transmission) is printed, the result of a transmission with On Hook Dial is not mentioned in the report.

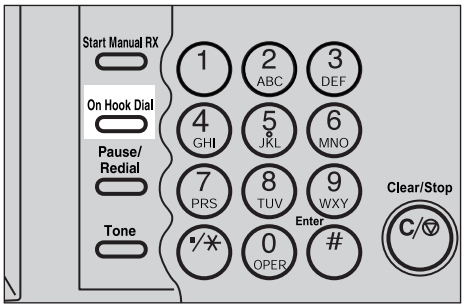
1 Place the original, and then select the scan settings you require.

Reference

p.15 “Placing Originals”, *Facsimile Reference <Basic Features>*

p.33 “Scan Settings”, *Facsimile Reference <Basic Features>*

2 Press the【On Hook Dial】key.



You will hear a low tone from the internal speaker.

Note

r If you want to cancel this operation, press the【On Hook Dial】key again.

3 Dial.

The machine immediately dials the destination.

Note

r You can adjust the volume of the On-hook sound by pressing **[Higher]** or **[Lower]** in the upper right-hand corner of the display. The volume can also be preprogrammed in “General Settings and Adjustments”. See p.75 “Adjusting the Volume”, *Facsimile Reference <Basic Features>* and p.142 “General Settings/Adjustment”.

r If you make a mistake, press the【On Hook Dial】or【Clear Modes】key, and then return to step 2.

4 When the line is connected and you hear a high-pitched tone, press the【Start】key.

The transmission starts.

Note

r After transmission, the machine returns to standby mode.

r If you want to cancel a transmission, press the【Clear/Stop】key, and then remove the originals.

External Telephone On Hook Dial

If you have an external telephone on the fax machine, you can speak with the other party when you hear a voice. If you hear a voice before pressing the 【Start】 key, pick up the external telephone and tell the receiver you want to send a fax message (ask them to switch to facsimile mode).

Manual Dial

The optional handset or external telephone is required.

Pick up the optional handset or the handset of the external telephone and dial. When the line is connected and you hear a high-pitched tone, press the 【Start】 key to send your fax message. If, on the other hand, you hear a voice at the other end, continue conversation as normal.

Limitation

- This function is unavailable for the optional extra G3 interface unit.
- If Transmission Result Report (Immediate Transmission) is printed, the result of a transmission with On Hook Dial is not mentioned in the report.

1 Place the original, and then select the scan settings you require.

Reference

p.15 “Placing Originals”, *Facsimile Reference <Basic Features>*

p.33 “Scan Settings”, *Facsimile Reference <Basic Features>*

2 Pick up the external telephone.

You will hear a tone.

3 Dial.

The machine immediately dials the destination.

Note

- If you make a mistake, replace the external telephone, and then try again from step 2.

4 When the line is connected and you hear a high-pitched tone, press the 【Start】 key to send your fax message.

The transmission starts.

Note

- If you hear a voice, tell the receiver that you want to send them a fax message (ask them to switch to facsimile mode).

5 Replace the handset of the external telephone.

After transmission, the standby display appears.

Note

- If you want to cancel a transmission, press the 【Clear/Stop】 key, and then remove the originals.

Changing the Line Port

The optional extra G3 interface unit is required.

When the extra G3 interface unit is installed, you can connect to a maximum of three ports.

Note

r When you install the extra G3 interface unit, you can specify the line port home position from "General Settings and Adjustment". See p.142 "General Settings/Adjustment".

r When sending a fax, you can select the line port if dialing with the number keys or Chain Dial.

v **G3**
G3 is selected after power up or when the machine is reset. If you install the extra G3 interface unit, you can select "G3-1", "G3-2","G3-3", or "G3 Auto"depending on the number of the installed unit.

v **Multi-port**
When the extra G3 interface unit is installed, communications can take place simultaneously through two lines at once.
The following list shows protocol combinations available for each line type.

Option	Available line types	Available protocol combinations
Without option	PSTN	G3
Extra G3 interface unit	PSTN+PSTN	G3+G3
Extra G3 interface unit + Extra G3 interface unit	PSTN+PSTN+PSTN	G3+G3+G3

Note

r A maximum of three communications can take place simultaneously.

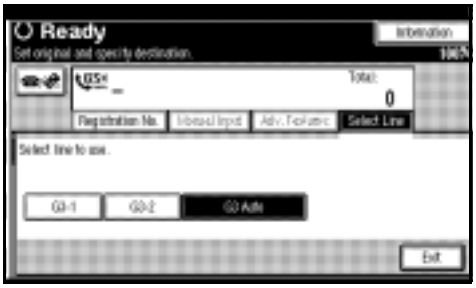
r You cannot perform three Immediate Transmissions simultaneously.

r If three communications are in progress, the display shows the first communication that was initiated.

1 **Press [Select Line].**

2 **Select the line you want to use.**

When one optional extra G3 unit is installed.



When two optional extra G3 units are installed.

Note

r If you select “G3 Auto”, the machine will use any available line. This increases efficiency.

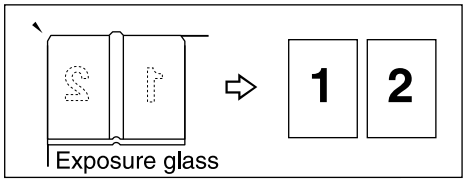
3 **Press [Exit].**

The standby display appears.

Sub Transmission Mode

Book Fax

Use to send book originals from the exposure glass. Pages are scanned in the order shown below.



Limitation

- Place the original on the exposure glass. You cannot use the optional ADF.
- Depending on paper sizes available in the destination machine, the message may be reduced when printed at the other end.

Note

- You can have bound originals scanned as left or right page first. You can set which page (left or right) the machine scans first as default with the User Parameters. See p.159 "User Parameters" (switch 06, bit 6).
- When using the Internet Fax function, documents transmitted are sent at A4 width. Documents larger than A4 are reduced to A4 width. See p.15 "Placing Originals", *Facsimile Reference <Basic Features>*.

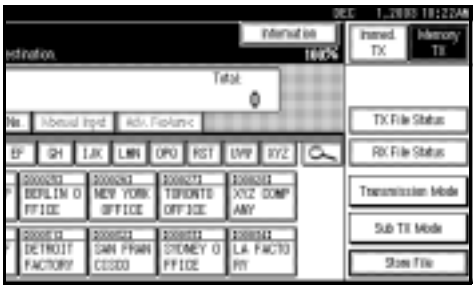
1 Place the original on the exposure glass, and then select the scan settings you require.

Reference

p.15 "Placing Originals", *Facsimile Reference <Basic Features>*

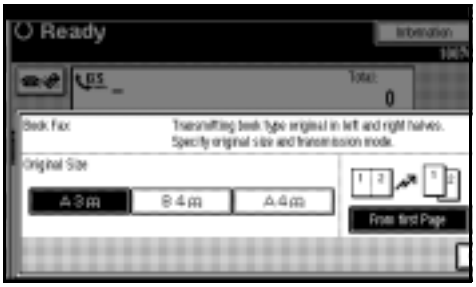
p.33 "Scan Settings", *Facsimile Reference <Basic Features>*

2 Press [Sub TX Mode].



3 Press [Book Fax].

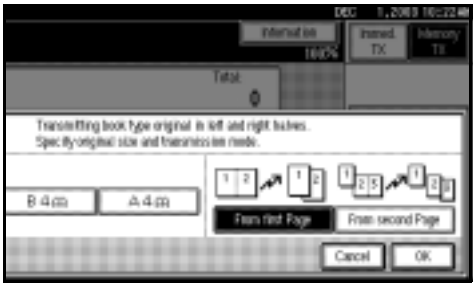
4 Select the size of the original.



Note

- To cancel this mode, press **[Cancel]**. The display returns to that of step **3**.
- If you select A3, the original will be sent using Image Rotation Transmission. See p.79 "Transmission with Image Rotation".

5 **Select [From first Page] or [From second Page], and then press [OK].**



The selected original size is shown above the highlighted **[Book Fax]**.

Note

- Select **[From first Page]** to send a book original from the first page.
- Select **[From second Page]** if you want to send a cover letter as the first page.
- To cancel this mode, press **[Cancel]**. The display returns to that of step **3**.

6 **Press [OK].**

7 **Specify a destination, and then press the 【Start】 key.**

Note

- When sending more than one page, place the originals individually, one after the other, pressing the 【Start】 key after each page.
- After the last original has been scanned, press **[#]**.
- If **[#]** is not pressed, the machine will automatically start sending the documents, 60 seconds after the last original has been scanned.

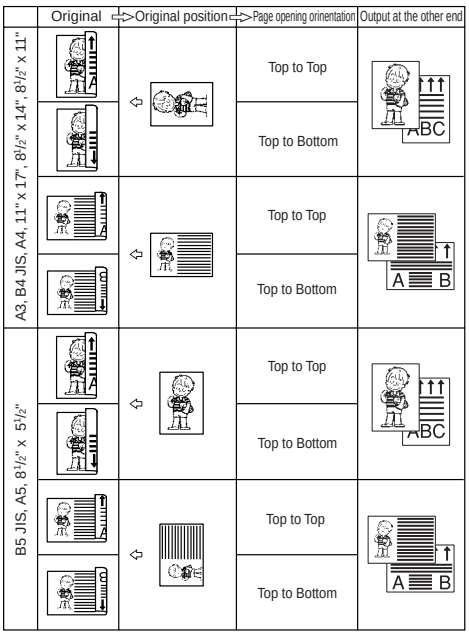
Two-Sided Transmission (Double-Sided Transmission)

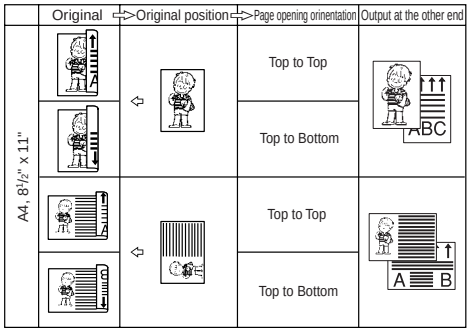
The optional ADF is required.

Use this function to send two-sided originals.

Note

- Originals placed on the exposure glass cannot be sent.
- The front and back of the scanned original will be printed in order on separate sheets at the other end. The orientation of alternate sheets may be reversed at the other end. If you want to print the original with the same orientation at the other end, specify the "Original Position" and "Page Opening Orientation".





p.79 “Transmission with Image Rotation”

- This function is only available with Memory Transmission.
- This function is only available with the ADF.
- You can confirm whether both sides were properly scanned using the Stamp function. See p.72 “Stamp”.
- You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit steps 2 and 3.

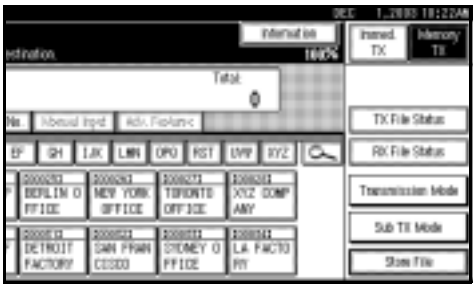
1 Place the original in the ADF, and then select the scan settings you require.

Reference

p.15 “Placing Originals”, *Facsimile Reference <Basic Features>*

p.33 “Scan Settings”, *Facsimile Reference <Basic Features>*

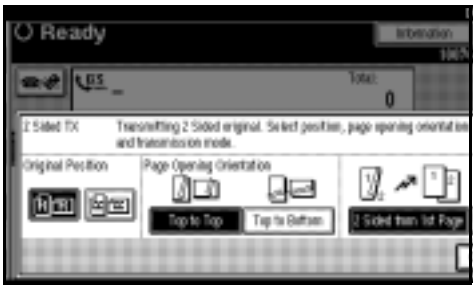
2 Press [Sub TX Mode].



3 Press [2 Sided Original].

4 Specify the original position.

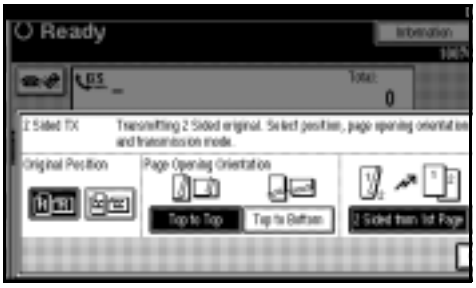
Check the orientation of the placed document, and then press or .



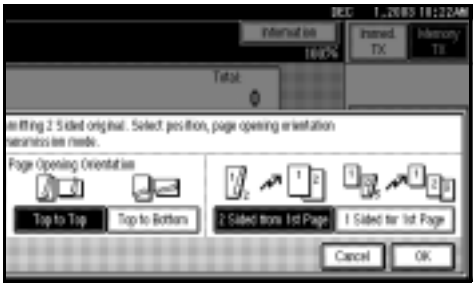
Note

- Make sure that the specified original position matches the orientation of originals loaded in the ADF.

5 Specify the page opening orientation from [Top to Top] or [Top to Bottom].



6 Specify the transmission mode from [2 Sided from 1st Page] or [1 Sided for 1st Page], and then press [OK].



The selected original position and page opening orientation are shown above the highlighted **[2 Sided Original]**.

Note

- To cancel this mode, press **[Cancel]**. The display returns to that of step 3.
- Select **[2 Sided from 1st Page]** to send a two-sided original from the first page.
- Select **[1 Sided for 1st Page]** if you want to send a cover letter as the first page.

7 **Press [OK].**

8 **Specify the destination, and then press the 【Start】 key.**

Standard Message Stamp

Use this function to stamp a standard message at the top of the first original sent.

There are four types of standard messages: "Confidential", "Urgent", "Please phone", and "Copy to corres. section"

You can also program other messages.

Note

- While this function is in use, the third line of the Label Insertion is not printed. See p.76 "Programming the Label Insertion".
- When there is an image around the area where the standard message is to be stamped, that image is deleted.
- To program a standard message, use the Program/Change/Delete Standard Message function. See p.149 "Programming, Changing, and Deleting Standard Messages".

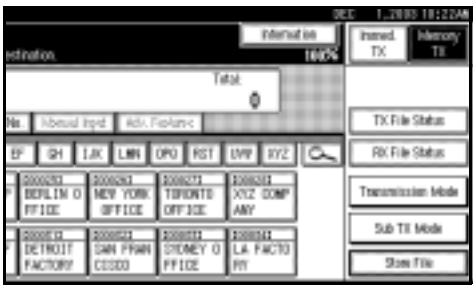
1 **Place the originals, and the select the scan settings you require.**

Reference

p.15 "Placing Originals", *Facsimile Reference <Basic Features>*

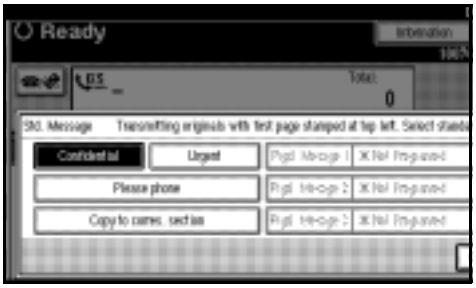
p.33 "Scan Settings", *Facsimile Reference <Basic Features>*

2 **Press [Sub TX Mode].**



3 **Press [Std. Message].**

4 **Select the standard message to be stamped, and then press [OK].**



The selected standard message is shown above the highlighted **[Std. Message]**.

Note

- To cancel the selection, press **[Cancel]**. The display returns to that of step 3.
- Programmed standard messages are shown in the keys.
- The machine cannot stamp multiple standard messages.

5 **Press [OK].**

6 Specify the destination, and then press the [Start] key.

Sending an Auto Document

If you often send a particular page to people (for example a map, a standard attachment, or a set of instructions), store that page in memory as an Auto Document. This saves rescanning every time you want to send it.

You can fax an Auto Document by itself, or attach it to a normal fax message.

Preparation

You need to register an Auto Document. See p.150 "Storing, Changing, and Deleting an Auto Document".

Note

- You can attach one Auto Document to each transmission.
- You can store up to 6 Auto Documents (up to 18 with the optional expansion memory installed). See p.150 "Storing, Changing, and Deleting an Auto Document".
- Files with Auto Documents are sent by Memory Transmission.
- When sending an Auto Document with other files, the Auto Document is sent first.
- Storing Auto Documents reduces the amount of free memory slightly. Unless you delete the document, free memory will not return to 100%.
- You can print an Auto Document currently stored in memory. See p.66 "Printing documents stored as Auto Documents".
- You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit steps 2 and 3.

1 Place the original, and then select the scan settings you require.

Reference

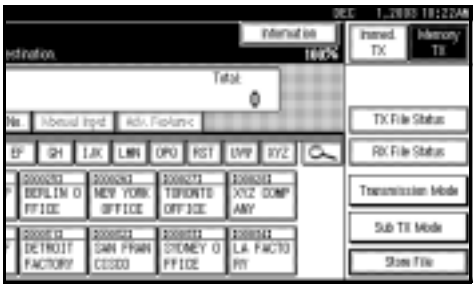
p.15 "Placing Originals", *Facsimile Reference <Basic Features>*

p.33 "Scan Settings", *Facsimile Reference <Basic Features>*

Note

- When you fax an Auto Document, start from step 2.

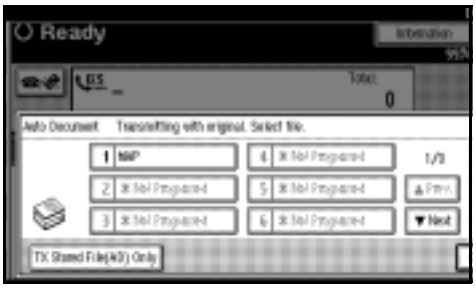
2 Press [Sub TX Mode].



3 Press [Auto Document].

4 Select an Auto Document file, and then press [OK].

When you fax an Auto Document by itself, press **[TX Stored File(AD) Only]**, and then press **[OK]**.



The selected file name is shown above the highlighted **[Auto Document]**.

Note

- Programmed Auto Documents are shown in the keys.
- To cancel the Auto Document, press **[Cancel]**. The display returns to that of step 3.

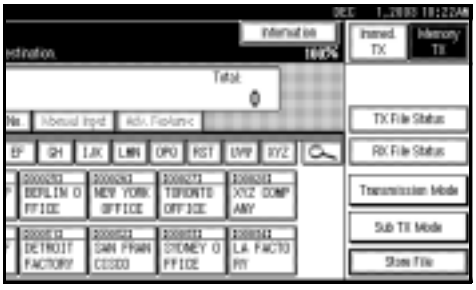
5 **Press [OK].**

6 **Specify the destination, and then press the 【Start】 key.**

Printing documents stored as Auto Documents

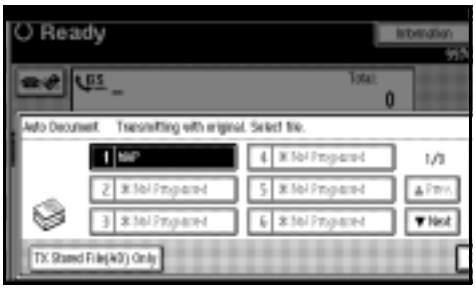
This function is used for printing documents stored as Auto Documents. This function is very convenient as it can be used for checking the contents of stored files.

1 **Press [Sub TX Mode].**



2 **Press [Auto Document].**

3 **Select an Auto Document file to be printed, and then press [Print File].**



Note

- To cancel the Auto Document, press **[Cancel]**. The display returns to that of step 2.

4 **Press the 【Start】 key.**

Once printing is completed, the display returns to that of step 3.

Note

- To cancel printing after pressing the 【Start】 key, press **[Stop Printing]**. The display returns to that of step 3.

5 **Press [Cancel].**

Note

- You can also send Auto Documents. See p.65 “Sending an Auto Document”.

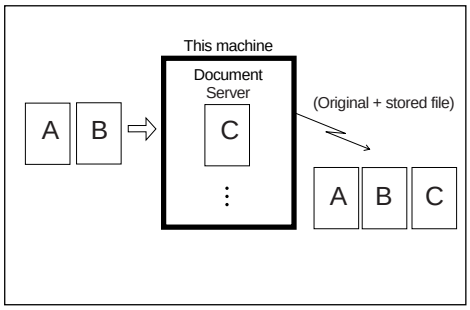
6 **Press [OK].**

The standby display appears.

Sending a Stored File

Use this function to send documents stored in the Document Server. You can specify and send multiple documents, and also send them with scanned originals all at once.

You can also print stored originals with **[Print File]**. See p.70 "Printing stored documents".



Preparation

Store the documents to be sent in advance. You can program a password for this function. You can change the user names, file names, and passwords of stored documents. See p.129 "Using the Document Server", and p.132 "Changing Information of Stored Documents".

Note

- r Received fax documents are stored and categorized as stored reception files. See p.34 "Printing/Deleting Received and Stored Documents (Print Stored RX File)".
- r You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit steps 1 and 2.

Sending stored documents

The machine sends documents stored in the Document Server.

The documents stored in the Document Server can be sent again and again until they are deleted. Once sent, documents are stored in the Document Server. Therefore, you can send them in just one operation without having to set your originals again.

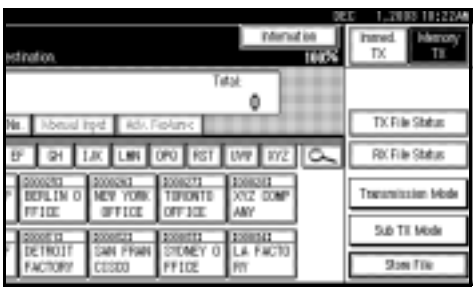
Limitation

- r You cannot use the following transmission methods:
  - Free Polling Transmission
  - Default ID Transmission
  - ID Override Transmission
  - Immediate Transmission
  - Parallel Memory Transmission
  - On Hook Dial
  - Manual Dial

Note

- r You can specify and print multiple documents. You can specify a maximum of 30 documents at once.
- r The machine can send a total of 1,000 pages in one operation.
- r The specified documents are sent with the scan settings made when they were stored.

1 **Press [Sub TX Mode].**



2 **Press [Select Stored File].**

3 Select the documents to be sent.

Note

- When multiple documents are selected, they are sent in the order of selection.
- Press **[TX Order]** to arrange the order of the documents to be sent.
- Press **[File Name]** to place the documents in alphabetical order.
- Press **[User Name]** to place the documents in order by programmed user name.
- Press **[Date]** to place the documents in order of programmed date.

Specifying documents from the file list

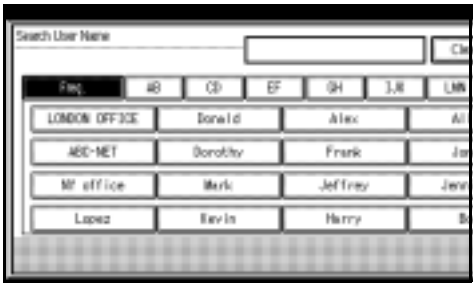
A **Press [▲ Prev.] or [▼ Next] to display the documents to be sent.**

B **Select the file name.**

Specifying documents from the User Name

A **Select [Search by User Name].**

B **Select the user name of the programmed document, and then press [OK].**



Note

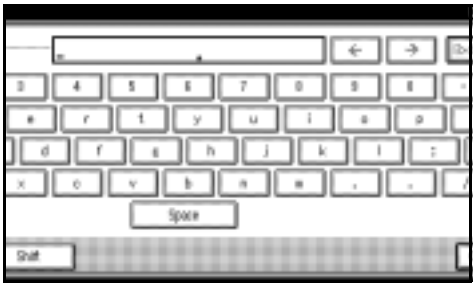
- To search by user name, press **[Non-programmed Name]**, and then enter the user name. Partial matching is used when searching for a user name. See p.163 "Special Senders to Treat Differently".

C **Select the file name to be sent.**

Specifying documents from the file name

A **Select [Search by File Name].**

B **Enter the name of the document to be sent, and then press [OK].**



Note

r Partial matching is used when searching for a file name. See p.163 "Special Senders to Treat Differently"

C **Select the file name to be sent.**

4 **If you select a document with a password, enter the password, and then press [OK].**

If the document does not have a password, proceed to step **5**.

5 **When you want to add your originals to stored documents and send them all at once, press [Origi. + Stored File] or [Stored file + Origi.].**

When sending only stored documents, proceed to step **6**.

Note

r When **[Origi. + Stored File]** is pressed, the machine sends the originals and then stored files. When **[Stored file + Origi.]** is pressed, the machine sends the stored files and then originals.

r The added originals are not stored.

6 **Press [OK] twice.**

Note

r To add an original to stored documents, place the original, and then select any scan settings you require.

7 **Specify the destination, and then press the 【Start】 key.**

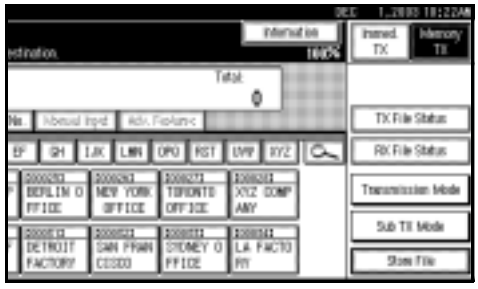
Printing stored documents

Use this function to print documents stored in the Document Server.

Note

- Only documents stored using the facsimile function can be printed.
- You can print documents saved from the copy or the printer function with the Document Server. You cannot print documents saved from the scanner function with this mode.
- You can also print the first page only to check the content of the original.
- You can specify and print multiple documents. You can specify a maximum of 30 documents at one time.

1 Press [Sub TX Mode].



2 Press [Select Stored File].

3 Select the document to be printed.

Note

- The documents stored using the facsimile function appear on the display.
- Press **[File Name]** to place the documents in alphabetical order.
- Press **[User Name]** to place documents in order of programmed user name.
- Press **[Date]** to place the documents in order by the programmed date.
- To see details of the selected document, press **[Detail]**. To return to the standby menu, press **[Select File]**.

Selecting a document from file list

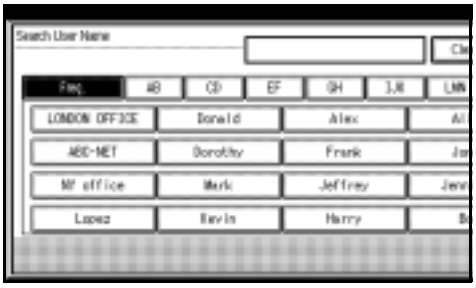
A **Press [▲ Prev.] or [▼ Next] to display the document to be sent.**

B **Select the file name.**

Specifying a document from the User Name

A **Select [Search by User Name].**

B **Press the user name of the document to be sent, and then press [OK].**



Note

r To search by user name, press **[Non-programmed Name]**, and then enter the user name. User name searches using partial matching.

Reference

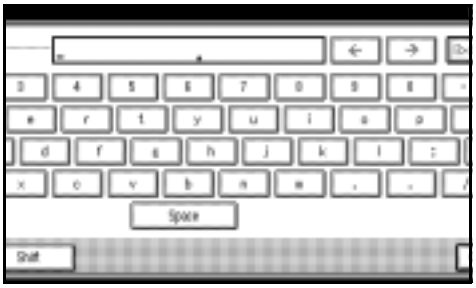
"Entering Text", *General Settings Guide*

C **Select the file name.**

Specifying a document from the file name

A **Press [Search by File Name].**

B **Enter the file name to be printed, and then press [OK].**



Note

r Partial matching is used to search for the file name.

Reference

"Entering Text", *General Settings Guide*

C **Select the file name.**

4 **If you select a document with a password, enter the password, and then press [OK].**

If the document does not have a password, proceed to step 5.

5 **Press [Print File] or [Print 1st Page].**

When **[Print File]** is pressed, the machine prints all the pages. When **[Print 1st Page]** is pressed, the machine prints only the first page.

Limitation

- When **[Print 1st Page]** is selected, originals larger than A4 size are printed after they are reduced to A4 size.
- The machine can print up to 30 files using the Print 1st Page function.

Note

- To print both sides, press **[Print 2 Sides]**.
- To cancel printing, press **[Cancel]**.

6 **Press the 【Start】 key.**

Note

- When only the first page is printed, the file name is printed at the top of the paper.
- To cancel printing after pressing the 【Start】 key, press **[Stop Printing]**.

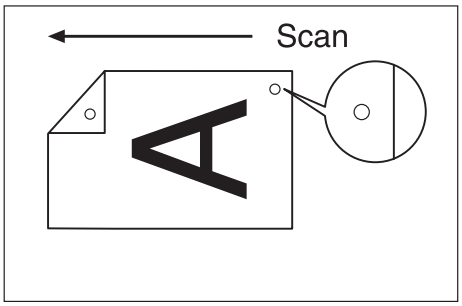
7 **Press [OK] twice.**

The standby display appears.

Stamp

The optional ADF is required.

When sending a fax message using the ADF, the machine can stamp a circle mark at the bottom of the original. When sending a two-sided document, the document is marked at the bottom of the front page and top of the rear page. This stamp indicates that the original has been successfully stored in memory for Memory Transmission, or successfully sent by Immediate Transmission.



Note

- Stamp only works when scanning from the ADF.
- When the stamp starts getting lighter, replace the cartridge. See p.191 “Replacing the Stamp Cartridge”.
- If a page was not stamped even though the Stamp function is turned on, you need to resend that page.
- If you use this function often, you can set the default in General Settings and Adjustment so that this function is always on. In this case, Stamp can easily be turned off for any single transmission by pressing **[Stamp]**. See p.142 “General Settings/Adjustment”.

- A paper jam during Parallel Memory Transmission may cause the transmission to be failed even if stamping is performed.
- You cannot turn the Stamp function on or off while a document is being scanned.

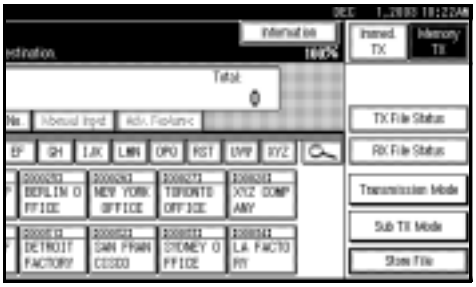
1 Place the original, and then select the scan settings you require.

Reference

p.15 “Placing Originals”, *Facsimile Reference <Basic Features>*

p.33 “Scan Settings”, *Facsimile Reference <Basic Features>*

2 Press [Sub TX Mode].



3 Press [Stamp], and then press [OK].

Note

- To cancel the stamp, press **[Stamp]** again before pressing **[OK]**.

4 Specify the destination, and then press the [Start] key.

Transmission Options

This section describes various functions that you can switch on and off for any particular transmission, following the procedures given here.

In addition, if you frequently use a certain option configuration, you can change the default home position (on or off) of each option.

Fax Header Print

In some cases, you may want the other party to receive an unmarked copy of your original. To do this, switch Fax Header off.

When the Fax Header is set to “ON”, the stored name is printed on the receiver's paper.

You can store two Fax Headers; “First Name” and “Second Name”.

For example, if you store your department name in one and your organization name in the other, you could use the first when sending internal faxes and the second for external faxes.

Note

- If you used the number keys to specify the receiver, the first header name will be printed on the receiver's paper.
- You can program fax header names using the Program Fax Information function.
- You can select whether or not dates, fax header names, file numbers, or page numbers are printed by changing their respective User Parameters. (switch 18, bit 3, 2, 1, 0) See p.159 “User Parameters”.
- You can program one of the Quick Operation keys with operations for this function.

Label Insertion

With this function you can have the receiver name printed on the message when it is received at the other end. The name will be printed at the top of the page and will be preceded by "To". You can also cause the text programmed as a standard message to be printed. See p.149 "Programming, Changing, and Deleting Standard Messages".

Note

- When there is an image around the area where the Label is to be printed, that image is deleted.
- You can program one of the Quick Operation keys with operations for this function.

Sender Stamp

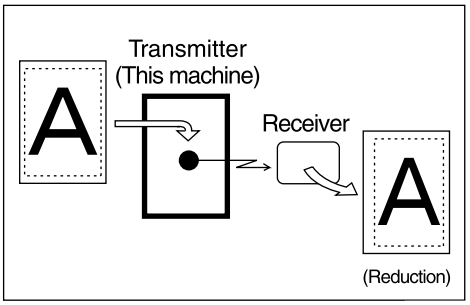
When there is data, such as the user name and department name, programmed into the user code, you can have the machine print a sender stamp on the right edge of your paper.

Note

- Enter the user name in System Settings.

Reduced Image Transmission

Using this function, your message is sent at a reduced size (93%) with a blank margin on the left.

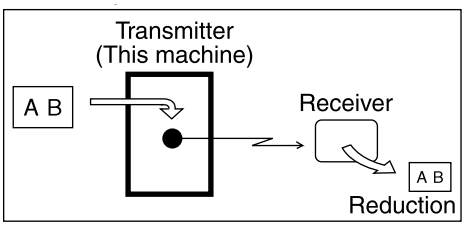


Note

- This function is unavailable with Immediate Transmission, or specified transmission of a stored document.
- Image Rotation is unavailable with this function.

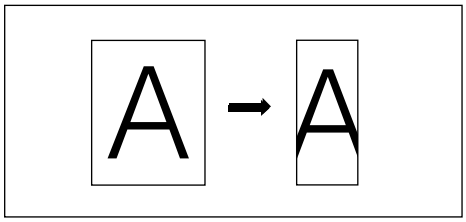
Auto Reduce

When this function is turned on, if the receiver's paper is smaller than the paper you are sending on, the message is automatically reduced to fit onto the paper available at the other end.



Important

r If you turn this function off, the scale of the original is maintained and some parts of the image may be deleted when printed at the other end.



Default ID Transmission

If you turn this function on, transmission will only take place if the destination's Polling ID is the same as yours. This function can stop you accidentally sending information to the wrong place (you need to coordinate Polling ID's with the other party).

Note

r You can program one of the Quick Operation keys with operations for this function.

Selecting transmission options for a single transmission

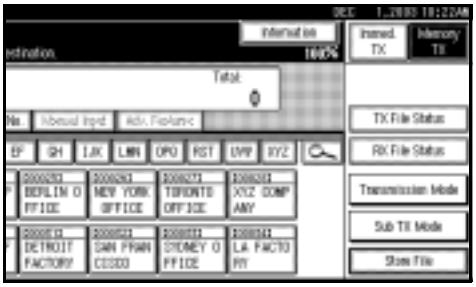
1 **Place the original, and then select the scan settings you require.**

Reference

p.15 “Placing Originals”, *Facsimile Reference <Basic Features>*

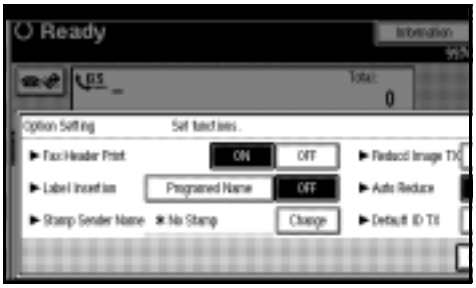
p.33 “Scan Settings”, *Facsimile Reference <Basic Features>*

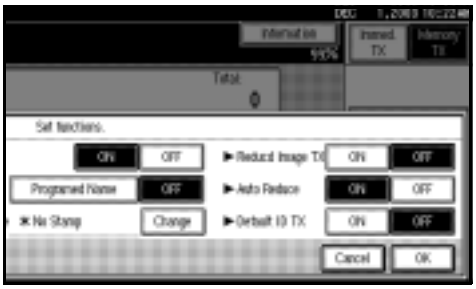
2 **Press [Sub TX Mode].**



3 **Select [Options].**

4 **Select options to be set up.**





Note

r To close the option settings, proceed to step **5**.

Programming the Fax Header Print

A **Press [ON] for Fax Header Print.**

Note

r Press **[OFF]** if you do not want to print the sender name.

Programming the Label Insertion

A **Press [Programed Name] for Label Insertion.**

Note

r Press **[OFF]** if you do not want to insert a destination.

Programming the Stamp Sender Name

A **Press [Change] for Stamp Sender Name.**

B **Press the name of the user to be stamped, and then press [OK].**

Note

r The set user name is displayed when the user code has been stored. See *General Settings Guide*.

r You can switch titles by pressing the title keys.

r To stamp a non-programmed user name, press **[Non-programmed Name]**, and then enter the user name.

r If you do not want to stamp the sender's stamp, press **[*Do not Stamp]**.

Programming the Reduced Image Transmission

A **Press [ON] in for Reduced Image TX.**

Note

r Press **[OFF]** if you do not want to do a reduced transmission.

Programming the Auto Reduce

A **Press [ON] for Auto Reduce.**

Note

r Press **[OFF]** if you do not want to use the Auto Reduce function.

Programming the Default ID Transmission

A **Press [ON] for Default ID TX.**

Note

r Press **[OFF]** if you do not want to use ID transmission.

5 **Press [OK] twice.**

6 **Specify the destination, and then press the 【Start】 key.**

More Transmission Functions

If Memory Runs Out While Storing an Original

If you run out of memory while storing an original (free space reaches 0%), the message "`Memory is full. Cannot scan more. Transmission will be stopped.`" is displayed.

Press **[Exit]** to transmit stored pages only.

Note

r In default, scanned pages are sent. To change the settings to delete scanned pages, contact your service representative.

Parallel Memory Transmission

This function dials while the original is being scanned. Standard Memory Transmission stores the original in memory, then dials the destination. Parallel Memory Transmission allows you to quickly determine whether a connection was made. In addition, this function scans the original faster than Immediate Transmission. This is useful when you are in a hurry and need to use the original for another purpose.

Limitation

r Standard Memory Transmission is used instead of Parallel Memory Transmission in the following cases:

- When the line is busy and could not be connected to
- With Send Later
- When you store an original for Memory Transmission while another communication is in progress
- When two or more destinations are specified
- When you send only an Auto Document
- When the first page of an original is placed on the exposure glass
- When you send messages stored in the Document Server

Note

r You can turn this function on or off with the User Parameters. See p.159 "User Parameters" (switch 07, bit 2).

r Standard Memory Transmission may be used instead of Parallel Memory Transmission depending on the optional equipment installed if there is not enough free memory left.

r If you use this function, the Memory Storage Report will not be printed.

r If the 【**Clear/Stop**】 key is pressed, an original will jam or memory will run out during Parallel Memory Transmission stops. The Transmission Result Report is printed and files are deleted.

r When Parallel Memory Transmission is used, the total number of originals in "Fax Header Print" is not automatically printed.

Checking the Transmission Result

- Turn the Transmission Result Report on if you want a report to be printed after every successful transmission. See p.82 “Transmission Result Report (Memory Transmission)”.
- If you leave the Transmission Result Report off, the report will not be printed after every transmission. However, if a transmission fails, a Communication Failure Report will be printed instead. See p.83 “Communication Failure Report”.
- You can also check the transmission result by examining the Journal. See p.27 “Printing the Journal”.
- You can either print or scroll through the Journal on the display. See p.31 “Checking the Transmission Result (TX File Status)”.

Automatic Redial

If a fax message could not be transmitted because the line was busy or an error occurred during transmission, redialing is done five times in five minutes intervals (these figures vary according to which country you are in).

If redialing fails after four redials, the machine cancels the transmission and prints a Transmission Result Report or Communication Failure Report. See p.83 “Communication Failure Report”. and p.82 “Transmission Result Report (Memory Transmission)”.

Batch Transmission

If you send a fax message by Memory Transmission and there is another fax message waiting in memory to be sent to the same destination, that message is sent along with your original. Several fax messages can be sent with a single call, thus eliminating the need for several separate calls. This helps save communication costs and reduce transmission time.

Fax messages for which the transmission time has been set in advance are sent by batch transmission when that time is reached.

Note

- You can turn this function on or off with the User Parameters. See p.159 “User Parameters” (switch 14, bit 2).
- The originals to be transmitted at a specific time will be sent at that time.
- If fax memory is overloaded, messages may not be sent in the order they were scanned.

ECM (Error Correction Mode)

This function automatically sends data that was not transmitted successfully using a system that complies with international standards.

ECM requires that the destination machine has the same function.

Note

- You can turn this function on or off using the Key Operator Settings. See p.158 “ECM”.

Dual Access

The machine can scan other messages into memory even while sending a fax message from memory, receiving a message into memory, or automatically printing a report. Since the machine starts sending the second message immediately after the current transmission ends, the line is used efficiently.

Note

- Note that during Immediate Transmission or when in User Tools mode, the machine cannot scan an original.

Transmission with Image Rotation

Generally, place A4, $8^1/_2$"×11" originals in the landscape orientation (▭). If you place an A4, $8^1/_2$"×11" original in the portrait orientation (▯), the image will be sent rotated by 90°. Providing the receiver has A4, $8^1/_2$"×11" landscape paper (▭), the message will be printed the same size as the original.

Note

- This function is unavailable with Immediate Transmission.
- When Image Rotation is used, all messages are sent by normal Memory Transmission.
- This function is unavailable when using Mixed Original Sizes.

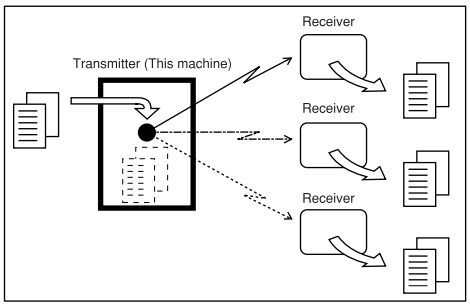
Simultaneous Broadcast

The optional extra G3 interface unit is required.

The Standard Broadcast function sends faxes one at a time to multiple destinations in the order of specified destinations.

The Simultaneous Broadcast function, however, can simultaneously send faxes to three destinations using different lines.

This results in a shorter overall transmission time.



Note

- This function can use a maximum of three lines simultaneously.
- When using the optional extra G3 interface unit, if you set the line selection as "G3 Auto" beforehand, the machine will use whichever G3 line is not busy. This increases efficiency.

JBIG Transmission

The optional fax function upgrade unit is required.

If you use JBIG (Joint Bi-level Image Experts Group) compression, you can send photographic originals faster than with other methods of compression. You can only use this function with G3 line type.

Reference

p.34 “Original Type”, *Facsimile Reference <Basic Features>*

Limitation

- This function requires that the other party's fax machine has both the JBIG function and ECM function (G3 communication only).
- Unavailable when using Internet Fax.

Note

- When the optional extra G3 interface unit is installed, JBIG receptions of G3-2 and G3-3 lines are standard.
- If ECM is turned off, JBIG Transmission is unavailable. See p.158 “ECM”.

Transmitting Journal by E-mail

Preparation

To transmit the Journal by e-mail, it is necessary to make settings with User Parameters. See p.159 “User Parameters” (switch 21, bit 4).

The Journal is automatically transmitted to an e-mail address of the administrator by every 50 communications. A CSV format Journal is attached to the e-mail. See "Settings You Can Change with User Tools - File Transfer", *Network Guide*.

Important

- This machine does not store sent CSV files. It is recommended that you double-check the e-mail address of an administrator before the Journal is transmitted. If the e-mail address of the administrator is not correct, your important Journal may be lost and sent CSV file is not left on the fax machine.

Note

- If the administrator address is wrong, you may not be able to acquire Journal.
- If the Journal in e-mail format fails to be transmitted, the Journal is printed out.
- The name of an attached CSV file is "JOURNAL+year, month, hours, minutes". For example, the file name transmitted in 10:40:12 on 30th, September, 2003 is "JOURNAL20030930104012.csv".
- The subject of Journal by e-mail begins with "Journal".

Journal by E-mail

If the setting is made so that the Journal is transmitted as e-mail, it is transmitted to the e-mail address of an administrator.

This section describes the CSV format of the Journal attached with e-mail.

Note

- To transmit the Journal, it is necessary to make settings with User Parameters. See p.159 “User Parameters” (switch 21, bit 4).
- To set the administrator e-mail address, see "Settings You Can Change with User Tools - File Transfer", *Network Guide*.

Printed Report

Memory Storage Report

This report is printed after an original is stored in memory. It helps you review the contents and the destinations of stored originals.

Limitation

- If you use Parallel Memory Transmission, the Memory Storage Report is not printed.

Note

- You can turn this report on and off. See p.159 "User Parameters" (switch 03, bit 2).
- Even if the machine is set up not to print this report, it is still printed if an original could not be stored.
- You can select whether to include part of the original image on the report. See p.159 "User Parameters" (switch 04, bit 7).

Transmission Result Report (Memory Transmission)

This report is printed when a Memory Transmission is completed, so you can check the result of the transmission. If E-mail TX Results is programmed in a Quick Operation key, you can select whether a report e-mail is sent after transmission.

Note

- If two or more destinations are specified, this report is printed after the fax message has been sent to all the destinations.
- If the machine is set up not to print this report and the fax message could not be successfully transmitted, a Communication Failure Report is printed. See p.83 "Communication Failure Report".
- You can turn this function on or off with the User Parameters. See p.159 "User Parameters" (switch 03, bit 0).
- You can select whether to include part of the original image on the report. See p.159 "User Parameters" (switch 04, bit 7).
- To view the report without text disruption, select a font of even character width in your e-mail application's settings.
- The Page column gives the total number of pages. The Not Sent column gives the number of pages that could not be sent successfully.
- -- column indicates the Internet Fax was sent to the mail server programmed in this machine. (However, this does not mean the e-mail was delivered.)

Communication Failure Report

This report is printed when a message could not be successfully transmitted with Memory Transmission.

If the machine is set up to print a Transmission Result Report, this report is not printed. Use it to keep a record of failed transmissions so you can send them again.

Note

- This report is only printed if the Transmission Result Report is turned off and a message could not be successfully transmitted with Memory Transmission.
- You can select whether to include part of the original image on the report. See p.159 “User Parameters” (switch 04, bit 7).
- The Page column gives the total number of pages. The Not Sent column gives the number of pages that could not be sent successfully.
- Unprogrammed destination column indicates the message could not be sent because the transfer's fax number is incorrect, or not programmed.
- -- column indicates the Internet Fax was sent to the mail server programmed in this machine. (However, this does not mean the e-mail was delivered.)

Transmission Result Report (Immediate Transmission)

If you turn this report on, a report will be printed after every Immediate Transmission so you have a record of whether the transmission was successful or not. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the Error Report is printed instead. If E-mail TX Results is programmed in a Quick Operation key, you can select whether a report e-mail is sent after transmission.

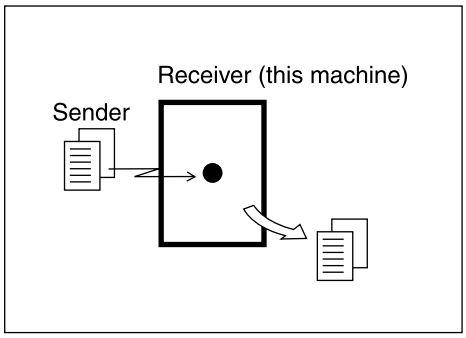
Note

- You can switch this report on or off in the User Parameters. See p.159 “User Parameters” (switch 03, bit 5).
- To view the report without text Disruption, select a font of even character width in your e-mail application's settings.
- If the page was sent successfully, the Page column gives the total number of pages sent successfully.

Reception

Immediate Reception

Each page of a fax message is printed as soon as it is received. This method is used for standard fax messages.



Normally this machine receives messages by Immediate Reception. But Memory Reception is used when "Combine 2 Originals", "Multi-copy Reception", "RX Reverse Printing" or "2 Sided Print" is set to "ON". See p.96 "Printing Options". If the conditions are that Substitute Reception should be used, a fax message is not printed. It will be stored in memory. See p.85 "Memory Reception". See p.86 "Substitute Reception".

Note

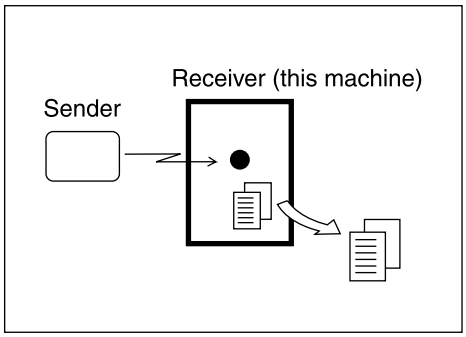
r The machine may not be able to receive fax messages when free memory space is low.

r If free memory reaches 0% during Immediate Reception, any further reception becomes impossible and the current communication is terminated.

v **Reception resolution**
This machine supports Standard, Detail, and Super Fine resolutions for reception. If you do not have the optional fax function upgrade unit, faxes sent at Super Fine resolution will be printed on your machine at Detail resolution. This may differ from the sender's intended resolution. See p.33 "Resolution", *Facsimile Reference <Basic Features>*.

Memory Reception

The machine waits until all pages of the message have been received into memory before printing it.



This method is used with the following functions:

- Combine 2 originals
  See p.99 "Combine Two Originals".
- Multi-copy when set to multiple copies
  See p.98 "Multi-copy Reception".
- Reverse Order Printing
  See p.100 "Reverse Order Printing".
- 2-sided Printing
  See p.97 "Two-Sided Printing".

Important

- When about one hour passes after power of the machine is turned off, all fax messages stored in memory will be lost. If any messages have been lost for this reason, a Power Failure Report is automatically printed when the operation switch is turned on. Use this report to identify lost messages.
- The machine may not be able to receive large numbers of messages or messages with high data content. In such cases, we recommend you switch off the above functions or install the optional expansion memory.

Limitation

- The machine may not be able to receive fax messages when free memory space is low.

Note

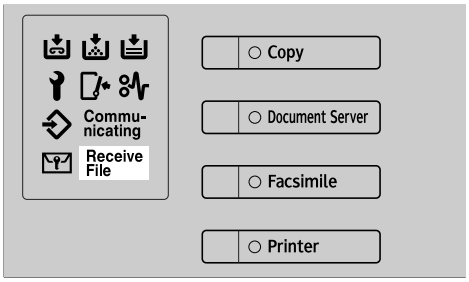
- If the free memory space reaches 0% during Memory Reception, the machine can no longer receive the current fax message and stops communicating.
- If you have selected Store for Reception File Setting, received messages will be saved on the hard disk and will not be printed. You can print those messages by operating the machine or a connected computer, as necessary. See p.184 “Storing or Printing Received Documents”.

Substitute Reception

In Substitute Reception, a received fax message is stored in memory instead of being printed. Substitute Reception gets used when the machine cannot print any fax messages. Fax messages received using Substitute Reception are automatically printed when the condition which caused the machine to use Substitute Reception is rectified.

Depending on why the machine cannot print, Substitute Reception might be used for all fax messages received, or for only those messages that match a specified condition.

The Receive File indicator lights to let you know when fax messages have been received using Substitute Reception.



Note

- Reception may not take place if there is not enough free memory.
- If free memory reaches 0% during Substitute Reception, any further reception becomes impossible and the current communication is terminated.
- When a fax message is received after Store has been selected for Reception File Setting in the Facsimile Features menu, the Receive File indicator lights.

Receiving messages unconditionally

If one of the conditions listed below occurs, the machine receives all fax messages using Substitute Reception.

Problems	Causes	Solutions
is lit.	Paper is jammed.	Remove the jammed paper. See "Cleaning Misfeeds", *General Settings Guide*.
The machine is printing with other function.	The machine is busy printing with other function.	The message will be automatically printed after the current job finishes.
The message "`Following output tray is full. Remove paper.`" appears.	The output tray is full.	Remove paper from the output tray.
is lit.	The cover is open.	Close the cover shown in the display.

Receiving messages according to parameter-specified settings

If one of the conditions listed below occurs, the machine receives only those messages that match the conditions specified in the User Parameters. See p.159 "User Parameters" (switch 05, bit 2,1).

Problems	Causes	Solutions
is lit.	All trays out of paper.	Add paper. See "Loading Paper" , *General Settings Guide*.
is lit.	Toner is empty.	Replace the toner cartridge. See "Adding Toner", *General Settings Guide*.
The message "`This tray is out of order.`" appears.	All trays out of action.	Call your service representative.

You can specify the following conditions with the User Parameters. See p.159 "User Parameters" (switch 05, bit 2,1).

v **When Own Name or Own Fax Number is received**
The machine switches to Substitute Reception only when the sender has programmed their Own Name or Own Fax Number. If the power is switched off for more than an hour, all the messages stored in memory are deleted. In that case, the Power Failure Report or the Journal can be used to identify which messages are lost so you can ask the senders to transmit them again.

Important

r If a sender has not programmed their Own Name or Own Fax Number, the machine may fail to receive an important fax message. We recommend that you ask important senders to program an Own Name or Own Fax Number in advance.

v **Free**
The machine switches to Substitute Reception regardless of whether or not the sender has programmed their Own Name or Own Fax Number.

v **Polling ID match**
The machine switches to Substitute Reception only when the programmed Polling ID of the other end matches the ID of this machine.

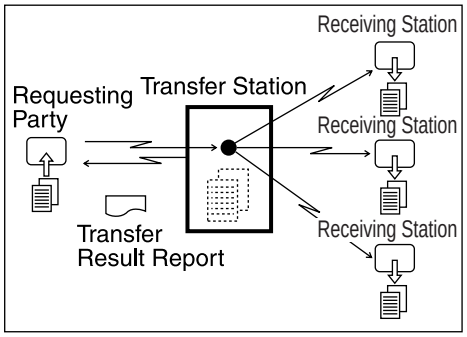
v **Disable**
The machine does not receive any messages.

Reception Functions

Transfer Station

Transfer Stations allow you to expand the standard functions of your fax machine to set up complex networks.

The diagram below may make the concept clearer.



The following terminologies are used in this section:

v **Requesting Party**
The machine where the message originates.

v **Transfer Station (this machine)**
The machine that forwards the incoming message to another destination.

v **Receiving Station**
The facsimile or computer that received the message from the Transfer Station.
The final destination of the message, that is the machine the Transfer Station sends to. Receiving Stations must be programmed into a Quick Dial or Groups in the Transfer Station.

Preparation

This machine can receive forwarding requests by e-mail. Before you can use this function, you must make the following preparations.

- Program each Transfer Station number in this machine (Transfer Station) and in the Requesting Party itself. See p.181 "Transfer Report".
- Program the same Polling ID in both this machine (Transfer Station) and the Requesting Party. See p.183 "Programming a Polling ID".
- The Requesting Party's fax number must be programmed in the destination list of this machine (Transfer Station). The registration number must be between 00001 and 00100.
- The End Receiver's fax number or e-mail address must be programmed in the destination list or Group Dial of this machine (Transfer Station).

Note

r You cannot receive e-mails unless your machine has the capacity to store two or more destinations specified using the number keys.

r If the Requesting Party specifies a Group for the Receiving Stations and the total number of Receiving Stations exceeds 500, the Transfer Station cannot transfer the message and sends a Transfer Result Report to the Requesting Party.

r If the Requesting Party specified a destination with both the fax number and e-mail address programmed in Transfer Station as End Receiver, this machine sends the message to the fax number or e-mail address according to the User Parameter setting. See p.159 “User Parameters” (switch 32, bit 0).

Multistep transfer

The principles of Transfer Stations can be used to build up a multi-step facsimile network where messages are passed through several Transfer Stations. By programming the Receiving Stations in a Transfer Station Group, you can enable this machine to transfer messages onto other Transfer Stations.

For more information, contact your service representative.

This function can only be used if the machines are made by the same manufacturer.

Sending the Transfer Result Report

This machine compares the fax number of the Requesting Party with the Requesting Party's number programmed as a Quick Dial or Speed Dial. If the lower five digits of the two numbers match, it sends the Transfer Result Report to the Requesting Party.

For example:

- Requesting Party's own dial number:

  001813-11112222

- Transfer Station's Quick Dial:

  03-11112222

Transfer Result Report

Preparation

Program the Requesting Party fax number into a Quick Dial key in the Transfer Station (this machine) in advance.

Program your own fax number. See p.181 “Transfer Report”.

Program the Polling ID. See p.183 “Programming a Polling ID”.

This reports whether transmission to the Receiving Stations was successful or not.

When the Transfer Station has transferred the message to all Receiving Stations, it sends the Transfer Result Report back to the Requesting Party. The machine prints the report if it cannot be sent back to the Requesting Party.

Note

r You can set whether a portion of the original image is printed on the report with the User Parameters. See p.159 “User Parameters” (switch 04, bit 7).

r Unprogrammed destination column indicates the message could not be sent because either the end receiver's fax number or e-mail address is incorrect, or not programmed.

r -- column indicates the Internet Fax was sent to the mail server programmed in this machine.

Transfer Result Report (transfer request by e-mail)

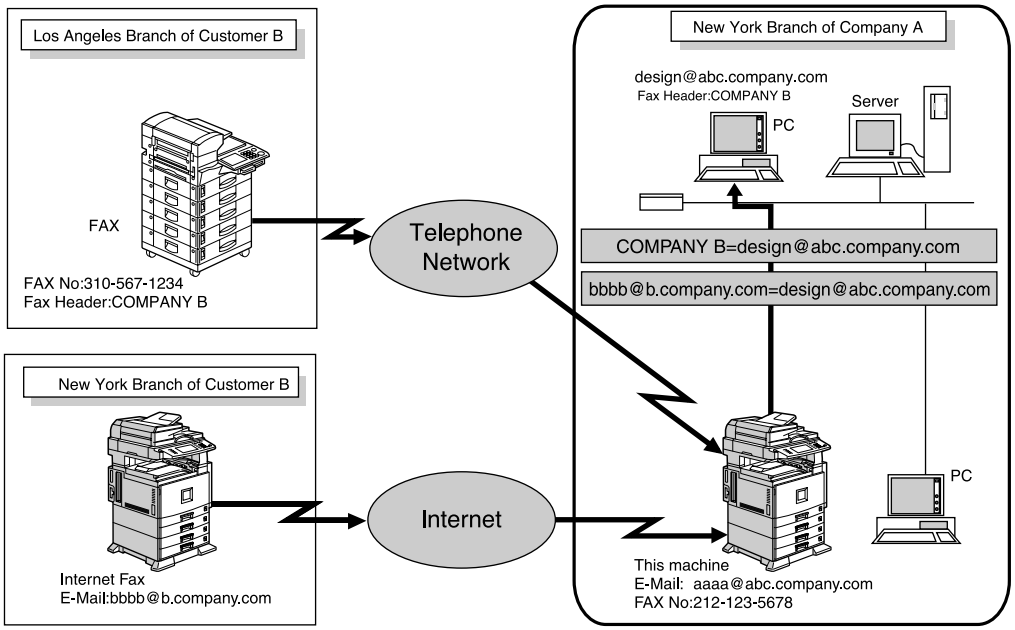
When this machine receives a transfer request by e-mail, the Transfer Result Report is sent by e-mail to the Requesting Party after completing all transmissions to the specified Transfer Stations. If the Key Operator's e-mail address has been programmed, the Transfer Result Report e-mail is forwarded to that address.

Note

- Unprogrammed destination column indicates the message could not be sent because either the End Receiver's fax number or e-mail address is incorrect, or not programmed.
- -- column indicates the Internet Fax was sent to the mail server programmed in this machine.
- When using multistep transfer, the Transfer Result Report e-mail is sent to the last Transfer Station that sent Transfer Request.

Forwarding Received Documents

This machine can forward received documents to other destinations programmed in memory based on Own Name, Own Fax Number or sender's e-mail address. If a sender's e-mail address is programmed as the destination, documents received are forwarded as e-mail.



Note

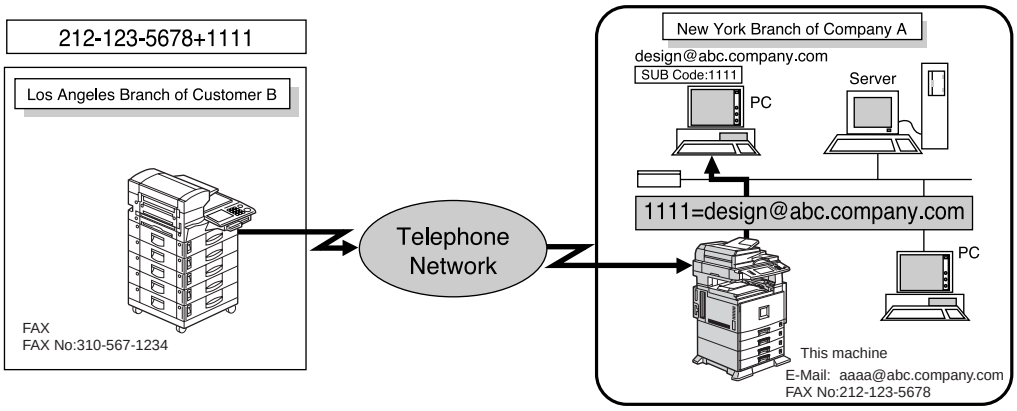
- You need to specify the Forwarding destination in advance. See p.155 “Forwarding”.

- If you want to forward documents to a different destination depending on the sender, see p.163 “Special Senders to Treat Differently”.
- You can select whether the machine prints out the messages it forwards with User Parameters (switch 11, bit 6). For details, see p.159 “User Parameters”.

Routing Received Documents with SUB Code

When a document is received, its SUB Code is compared to user codes programmed in Personal Boxes and, if a match is found, the document is routed to the destination whose user code is specified. If the destination specified is an e-mail address, the received document is routed to that destination as e-mail.

In addition to SUB Codes, you can use the forward feature to send all received transmissions to a specific e-mail address. See p.155 “Forwarding”.



Note

- You can route documents received from any fax machine, regardless of manufacturer.
- Before routing received documents, you must set up a Personal Box and routing address. See p.172 “Programming/changing Personal Boxes”.
- This function is not available when you have set received documents to be delivered to the network delivery server.

Transferring Received Documents

Originals sent with a SUB Code that matches the SUB Code programmed as a Transfer Box are received then relayed to the programmed receiver.

When e-mail addresses are programmed in the Transfer Station as receivers, received messages are sent in an e-mail format to the receivers.

Preparation

Transfer Boxes and Receiving Stations must be set up in order to transfer received documents. See p.178 “Programming/changing Transfer Boxes”.

Note

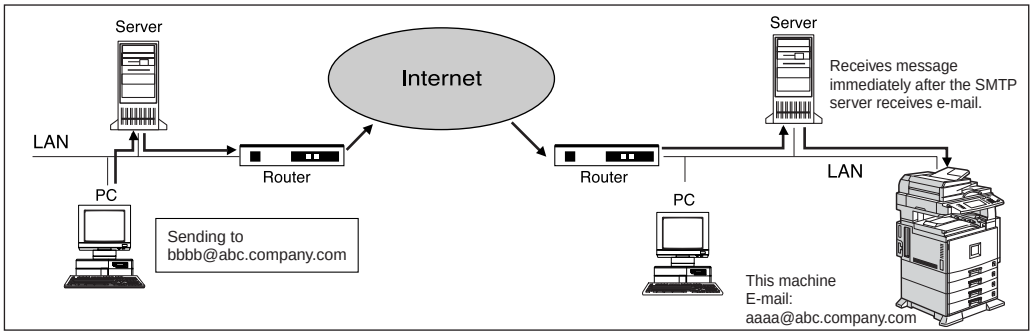
- Transfer Results are not sent back to Requesting Party.
- You can transfer data received from any fax machine, regardless of manufacturer.

SMTP Reception Using Internet Fax

This machine ordinarily uses POP e-mail reception, but can be set to use SMTP reception.

With POP reception, e-mail is received using Auto Mail Reception or Manual Reception.

With SMTP reception, e-mail is received as soon as it is sent to the e-mail address set by the machine. You can route received e-mail to other Internet Fax machines also.



Note

- DNS server settings must be made before using SMTP reception.
- To use SMTP reception, set the reception protocol to SMTP. See “Settings You Can Change with User Tools - File Transfer”, *Network Guide*.
- Even if SMTP reception is enabled on the DNS server, e-mail sent from the SMTP server will not be received and the machine reports an error if SMTP reception is not set. Also, the SMTP server sends an error notification to the originator.
- If an error is encountered during e-mail reception, reception is aborted, the e-mail is discarded, and Error Report is printed. Also, the SMTP server sends an error notification to the originator.

r When the SMTP server attempts to route received documents to this machine while the machine is transmitting an e-mail, the machine will respond to the SMTP server with a "busy" signal. Then, the SMTP server usually tries resending the documents until the set timeout.

Reference

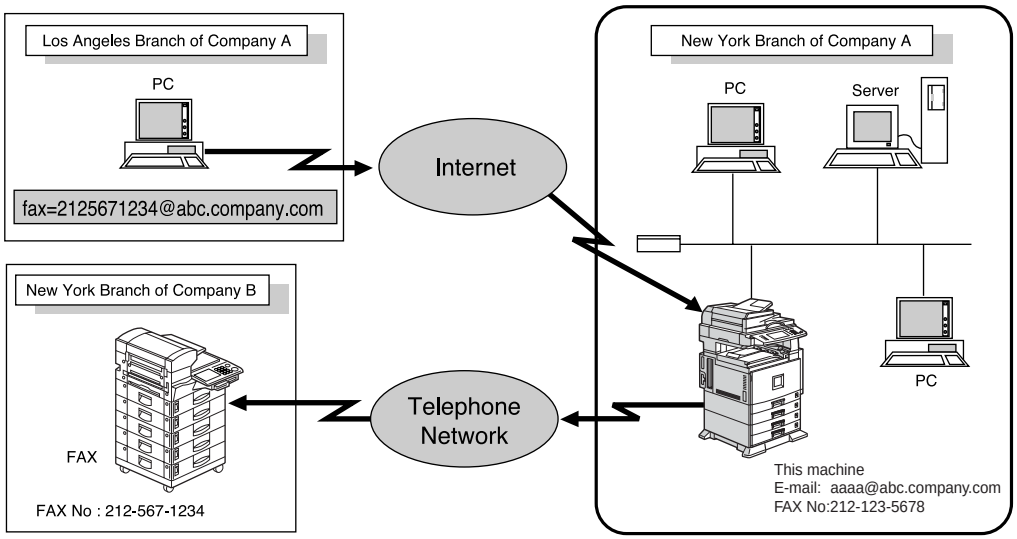
p.63 “Auto E-mail Reception”, *Facsimile Reference <Basic Features>*

p.63 “Manual E-mail Reception”, *Facsimile Reference <Basic Features>*

p.94 “Routing E-mail Received via SMTP”

Routing E-mail Received via SMTP

E-mail received via SMTP can be routed to other fax machines. It can also be routed to destinations programmed as Quick Dial entries or Groups.



Preparation

Before routing e-mail received via SMTP, you first must set "SMTP RX File Delivery Settings" to "On". See p.145 “E-mail Settings” .

Note

r If an e-mail transfer request is received when the "SMTP RX File Delivery Settings" to "Off", this machine responds with an error message to the SMTP server.

r You can make settings that limit transfer to specified originators. See p.145 “E-mail Settings”.

r Using this function, you can also send documents from your e-mail software to e-mail addresses and G3 fax machines' destinations through this machine simultaneously. For details about specifying the destinations of fax machines, see the following.

Specifying E-mail Transfer

The originator can request transfer of e-mail sent to another fax machine by specifying the e-mail address as follows:

v **Fax Number**
fax=destination fax number@host name of this machine. domain name
Example: to transfer to fax number 212-123-4567, specify:
fax=2121234567@abc.company.com

v **Quick Dial Destination**
fax=#registration number of 5 digits or less@host name of this machine.domain name
Example: to transfer to the destination number 00001:
fax=#00001@abc.company.com

v **Group Destination**
fax=#**registration number of 5 digits or less@host name of this machine.domain name
Example: to transfer to the destination programmed under Group number 04:
fax=#**04@abc.company.com

JBIG Reception

The optional fax function upgrade unit is required.

If you use JBIG (Joint Bi-level Image Experts Group) compression, you can send photographic originals faster than with other methods of compression. You can only use this function with G3 line type. It allows you to receive messages sent in the JBIG format through JBIG Transmission.

Limitation

r If ECM is turned off, JBIG Reception is unavailable. See p.78 "ECM (Error Correction Mode)".

Note

r When the optional extra G3 interface unit is installed, JBIG receptions of G3-2 and G3-3 lines are as standard.

Auto Fax Reception Power-up

This machine can be set to shut down automatically if no one has used it for a while. In these situations, even though the operation switch is off, the machine can still receive incoming messages as long as the main power switch is on.

Important

r Reception is not possible if both the operation switch and main power switch are turned off.

Note

r You can set whether messages are printed as soon as they are received (Immediate Reception) with the User Parameters. See p.159 "User Parameters" (switch 14, bit 0).

r You can also have fax messages received by Memory Reception (Substitute Reception) printed after the machine is turned on.

Printing Options

Print Completion Beep

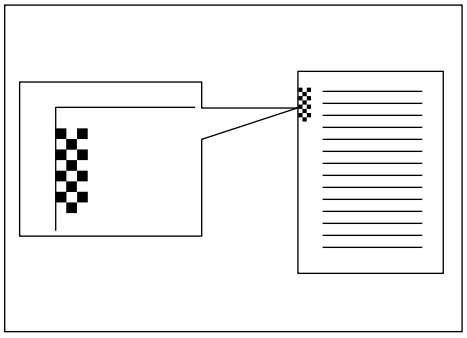
When this function is turned on, the machine beeps to let you know when a received message has been printed.

Note

r You can alter the volume of the beep or turn it off completely (set the volume to the minimum level). See p.75 "Adjusting the Volume", *Facsimile Reference <Basic Features>*.

Checkered Mark

When this function is turned on, a Checkered Mark is printed on the first page of fax messages to help you separate them.

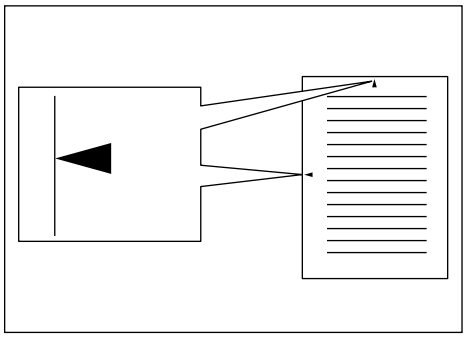


Note

r You can turn this function on or off using Reception Setting. See p.144 "Reception Settings".

Center Mark

When this function is turned on, marks are printed halfway down the left side and at the top center of each page received. This makes it easy for you to position a hole puncher correctly when you file received messages.



Note

r The Center Mark may deviate a little from the exact center of the edge.

r You can turn this function on or off using Reception Settings. See p.144 "Reception Settings".

Reception Time

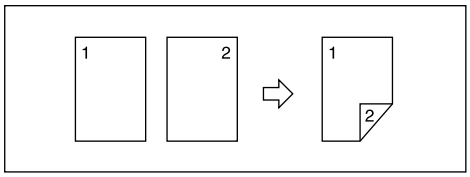
You can have the date and time printed at the bottom of the message when it is received. You can turn this function on or off using Reception Settings. See p.144 “Reception Settings”.

Note

- When a received message is printed on two or more sheets, the date and time is printed on the last page.
- The date and time when the message was printed can also be recorded on the message. If you need this function, contact your service representative.

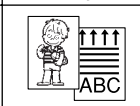
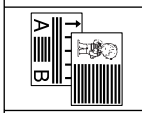
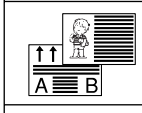
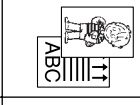
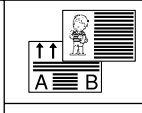
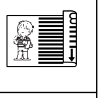
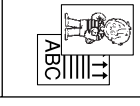
Two-Sided Printing

You can have a received message printed on both sides of a sheet. You can turn this function on or off using Reception Settings. See p.144 “Reception Settings”.



Limitation

- To use this function, all pages of the received document must be of the same size—inform the sending party of this beforehand if necessary. You must also have paper set in your machine of the same size as that sent by the sending party. In Two–Sided Printing, this machine will correctly receive in A3, B4 JIS (Japanese Industrial Standard), A4, B5 JIS, A5 (11"×17", 8 1/2"×14", 8 1/2"×11", 8 1/2"×5 1/2"). The following table shows the results that can be achieved when receiving with this machine.

	Originals	Top binding	Side binding
A4, B5 JIS, A5, 8 1/2" × 11", 8 1/2" × 5 1/2"			
			
			
			
A3, B4 JIS, 11" × 17", 8 1/2" × 14"			
			

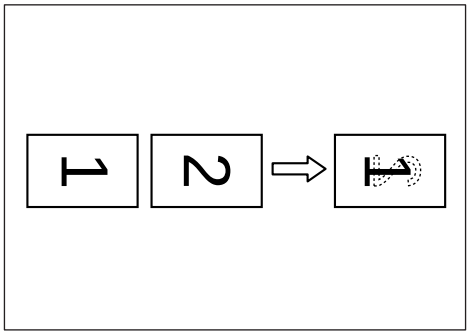
- This function works only when all pages are of the same width and received into memory.
- This function cannot be used with Combine Two Originals.

Note

- The machine will use Memory Reception for Two-Sided Printing.
- Printouts may vary depending on how the sender sets the originals.
- You can select to have messages only from selected senders printed in this way. See p.163 “Special Senders to Treat Differently”.
- Stored documents of the same size are printed on the same paper. Some stored documents may be unavailable for this printing option.

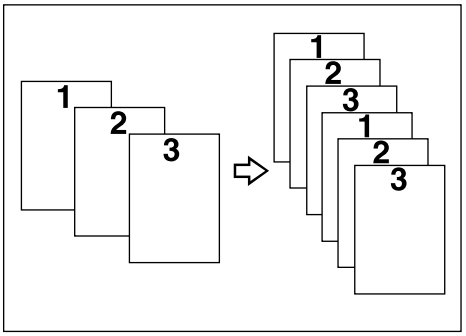
180-Degree Rotation Printing

When printing on both sides of the paper, this machine rotates images as shown in the diagram.



Multi-copy Reception

If you switch this function on, multiple copies of each incoming fax message will be printed. You can also select to have multiple copies made of messages from particular senders. See p.163 “Special Senders to Treat Differently”. See p.144 “Reception Settings”.

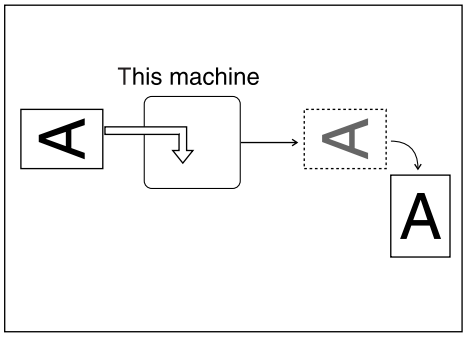


Note

- The maximum number of copies that can be made for each message is 10.
- When you are using the Multi-Copy function with specified senders, the maximum number of copies is 10.
- You can turn this function on or off using Reception Settings. See p.144 “Reception Settings”.
- The machine will use Memory Reception for Multi-copy Reception.

Image Rotation

If you have set paper in the standard tray ▯, incoming fax messages will be rotated automatically to fit onto the paper.

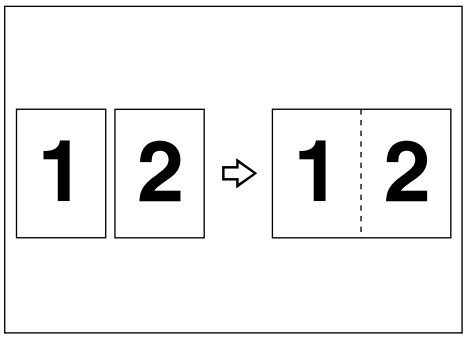


Note

r You can choose to have received messages printed from a specified tray. See p.144 "Reception Settings".

Combine Two Originals

When two messages of the same size and orientation are received consecutively, they are printed on a single sheet when you turn this function on. This can help you economize on paper.



- Two A5▯ messages are printed side by side on a sheet of A4▭.
- Two B5 JIS▯ messages are printed side by side on a sheet of B4 JIS▭.
- Two A4▯ messages are printed side by side on a sheet of A3▭.
- Two $8^1/_2$"×$5^1/_2$"▯ messages are printed side by side on a sheet of $8^1/_2$"×11"▭.
- Two $8^1/_2$"×11"▯ messages are printed side by side on a sheet of 11"×17"▭.

Limitation

r This function does not work with messages larger than A5▯, B5 JIS▯, A4▯, $8^1/_2$" × 11"▯ or $8^1/_2$" × $5^1/_2$"▯. When A5▯, B5 JIS▯, A4▯, $8^1/_2$" × 11"▯ or $8^1/_2$" × $5^1/_2$"▯ size paper is loaded in the machine, each page of the received message is printed on a single sheet.

r If paper matching the size and orientation of a received document is unavailable, Combine Two Originals is not possible.

r When Combine Two Originals and 2-Sided Printing are selected at the same time, Combine Two Originals takes priority and 2-Sided Printing is canceled.

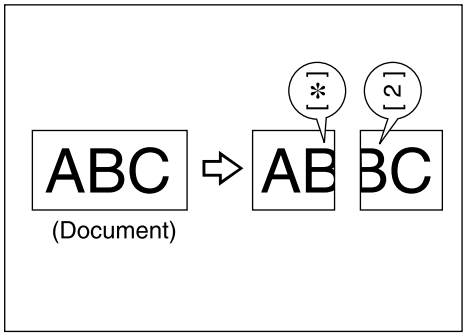
Note

r You can turn this function on or off with the User Parameters. See p.159 "User Parameters" (switch 10, bit 1).

r This function uses Memory Reception.

Page Separation and Length Reduction

When the size of a received message is longer than the paper loaded in the machine, each page of the message can be split and printed on several sheets, or reduced and printed on a single sheet. For example, this function splits the message if the message length is 20 mm (0.79") or longer than the paper used. The message is reduced if it is less than 20 mm (0.79"). When a message is split, an asterix (*) is inserted at the split position and about 10 mm (0.39") of the split area is duplicated on the top of the second sheet.

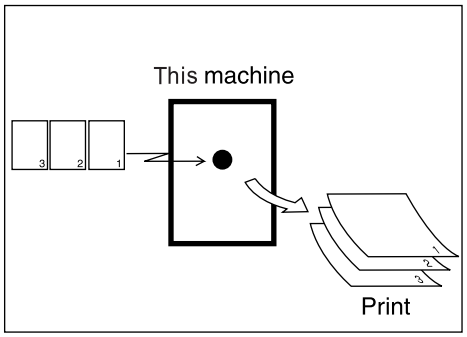


Note

- Your service representative can customize this function with the following settings:
  - Reduction
  - Print split mark
  - Overprinting
  - Overprinting length
  - Guideline for split
- You can adjust the overprinting and reduction lengths within the following ranges:
  - Overprinting length: 4 mm (0.16"), 10 mm (0.39"), 15 mm (0.59")
  - Guideline for split: 5-155 mm (5 mm steps)/0.2"-6.1" (0.2" steps)

Reverse Order Printing

Normally, received pages are printed and stacked on the tray in the order they are received. If you turn this function on, the machine will start printing the message from the last page received.

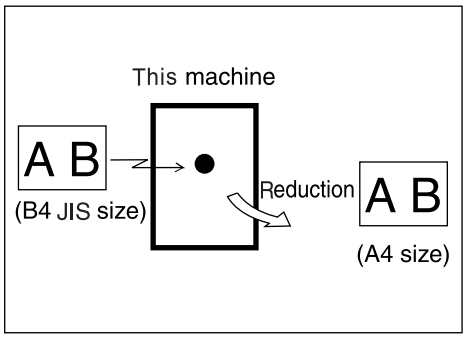


Note

- You can turn this function on or off using Reception Settings. See p.144 “Reception Settings”.
- When this function is on, the first page will be printed last.
- This function uses Memory Reception.

Page Reduction

If you receive a message that is longer than the paper in the tray, the machine usually prints it on two pages. If you turn this function on, the machine reduces the width and length of the received image so that it will fit on one page. If A4□ paper is loaded and a message of B4 JIS□ size is received, the machine will reduce the message to a single A4□ sheet.



Note

- You can turn this function on or off with the User Parameters. See p.159 "User Parameters" (switch 10, bit 3).
- When this function is used, the printing quality may not be as good as usual.

Reference

p.100 "Page Separation and Length Reduction"

TSI Print (Transmitting Subscriber Identification Print)

Usually the sender's Fax Header is printed on received messages. If the sender has not programmed their Fax Header, you will not be able to identify them. However, if you turn this function on, the sender's Own Name or Own Fax Number is printed instead so you can find out where the message came from. When you receive an Internet Fax, the e-mail address of the sender is printed.

Reference

p.67 "Initial Settings and Adjustments", *Facsimile Reference <Basic Features>*

Note

- You can turn this function on or off in the User Parameters. See p.159 "User Parameters" (switch 02, bit 3).

When There Is No Paper of the Correct Size

If there is no paper in your machine that matches the size of a received message, the machine will choose a paper size based on the paper available. For example, if your machine has 8 1/2"×11" and A3 loaded and you receive a A4 size message, check the A4 column of the following table. The paper size at the top has highest priority. In this case, since 8 1/2"×11" is given a higher priority than A3, the message is printed on 8 1/2"×11".

If only B5 JIS is loaded and you receive an A3 message, the received message is stored in memory and not printed.

v Priority Table

Paper Select Priorities	Received Image Size: A3,DLT	B4 JIS	A4,LT	A4,LT	B5 JIS	LG	F/F4
1	A3	B4 JIS	LT	A4	B5 JIS	LG	F/F4
2	DLT	A3	LT	A4	B5 JIS	A4	LG
3	A4	DLT	A4	LT	B4 JIS	A4	A4
4	A4	B5 JIS	A4	LT	A4	LT	A4
5	LT	B5 JIS	F/F4	A3	A4	LT	LT
6	LT	A4	LG	F/F4	LT	F	LT
7	F/F4	A4	A3	DLT	LT	B4 JIS	B4 JIS
8	B4 JIS	LT	B4 JIS	B4 JIS	F/F4	A3	A3
9	LG	LT	DLT	LG	A3	DLT	DLT
10		F/F4	HLT		DLT	HLT	HLT
11		LG	A5		LG	A5	A5

Portrait
Landscape
Image Rotation

Page reduction	Disabled
Reduction in Sub-scan Direction	Enabled
Page Separation Threshold	20 mm (0.79")
Width or Length Priority	Width

- and indicate that the message is split over two pages of paper with the orientation and size shown.

Note

r Paper placed in the bypass tray is not usually selected for printing a received message. However, you can use this tray if you select the bypass tray as the main paper tray using Reception with Specified Senders. See p.163 “Special Senders to Treat Differently”.

r Widths that this machine can receive are A4, B4 JIS, LT (8 1/2"×11"), and A3. Any messages narrower than A4 or LT (8 1/2"×11") are sent as A4 or LT (8 1/2"×11") width with the length unchanged.

r The paper size used to print a received message may be different from the size of the sent original.

r If you specify a receiving tray with the setting priority under System Settings, the messages may be received in a different order by setting the priority table. The priority tray may be used only when the document received is the same size as the priority tray.

Reference

p.100 “Page Separation and Length Reduction”

p.101 “Page Reduction”

p.99 “Image Rotation”

“Tray Paper Settings”, *General Settings Guide*

Setting priority trays

With the same size of paper loaded into multiple trays, you can make the machine use one tray for one function and another tray for another function. For example, you may load white A4 paper into tray 1 to use when making copies, and yellow A4 paper into tray 2 to use when printing received faxes. You can then easily identify for which purpose paper has been output. You can perform this setting using System Settings. See *General Settings Guide*.

Note

r When a different size of document from the priority tray is received, the tray containing the same size of paper as the received document is used.

Just size printing

If you turn this function on and no paper tray is stocked with paper of a suitable size to print a received document, a message will appear on the display prompting you to load paper of the required size. When you have loaded new paper, you can then print the message.

Two messages can appear:

- Paper tray

- Bypass Tray

Limitation

r If the paper tray is pulled out or the machine runs out of the specified size of paper, the message will not be printed. Be sure the paper tray is inserted.

r The action that follows pressing **[Exit]** varies depending on the status of the machine when the message occurred.

- If any received documents or reports were being printed automatically, the printer automatically continues printing from where it left off.
- If any documents or reports were being printed manually, the printer does not resume printing. Perform the operation from the beginning again.

Note

r You can turn this function on or off with the User Parameters. See p.159 “User Parameters” (switch 05, bit 5).

Having Incoming Messages Printed on Paper from the Bypass Tray

You can have messages sent from Specified Senders printed on paper from the bypass tray. This is useful if you need messages printed on a size of paper not stocked in the paper tray(s).

You can load a maximum of 100 sheets of standard paper in the bypass tray.

Note

- Before you can use this function, you need to turn on Authorized Reception (Initial Setup Reception Mode settings), program the Specified Senders (Key Operator Settings) along with the paper. See p.144 “Reception Settings”. See p.163 “Special Senders to Treat Differently”.
- The print area is determined by the optional expansion memory, resolution, and the vertical length of the originals.
- If paper longer than 600 mm (23.62") is used, the paper may get wrinkled, it may not be sent, or a paper jam may occur.
- The machine can detect A4⊐, A3⊐(8 1/2"×11"⊐, 11"×13"⊐) paper sizes. When you load any other size, specify the paper size. See p.170 “Programming Bypass Tray Paper Size” .
- When using tray 1 of the optional 1000-sheet finisher, paper is output to the tray even with non-standard sizes selected.
- If the specified paper size and the size of paper set in the bypass tray do not match, paper jams may occur, or the image may be truncated.
- If messages are printed on paper smaller than A4, the image may be truncated, or split across sheets.
- If you use this function, Image Rotation and 180-Degree Rotating Printing are not possible.

Where Incoming Message are Delivered - Output Tray

Specifying Tray for Lines

The optional extra G3 interface unit is required.

You can specify the document feeding tray for each port (telephone or LAN). For example, you can specify documents received through the G3 - 1 port to be fed to the "Internal Tray 1" and documents received through the G3 -2 port to be fed to the "Internal Tray 2", facilitating separation of files. You can also set the machine to output Internet Faxes and ordinary faxes onto different trays.

Note

r To use this function, specify the port and destination using **[Specify Tray for Lines]**. See p.144 "Reception Settings".

Tray Shift

The optional finisher is required.

When the optional finisher unit is selected for fax output, you can use the Tray Shift function whenever a fax or report is printed.

This is useful for separating faxes stacked in the finisher output tray. For example, if the previous incoming fax was output to the left, the next incoming fax will be output to the right and vice-versa.

Note

r You can turn this function on or off with the User Parameters. See p.159 "User Parameters" (switch 19, bit 0).